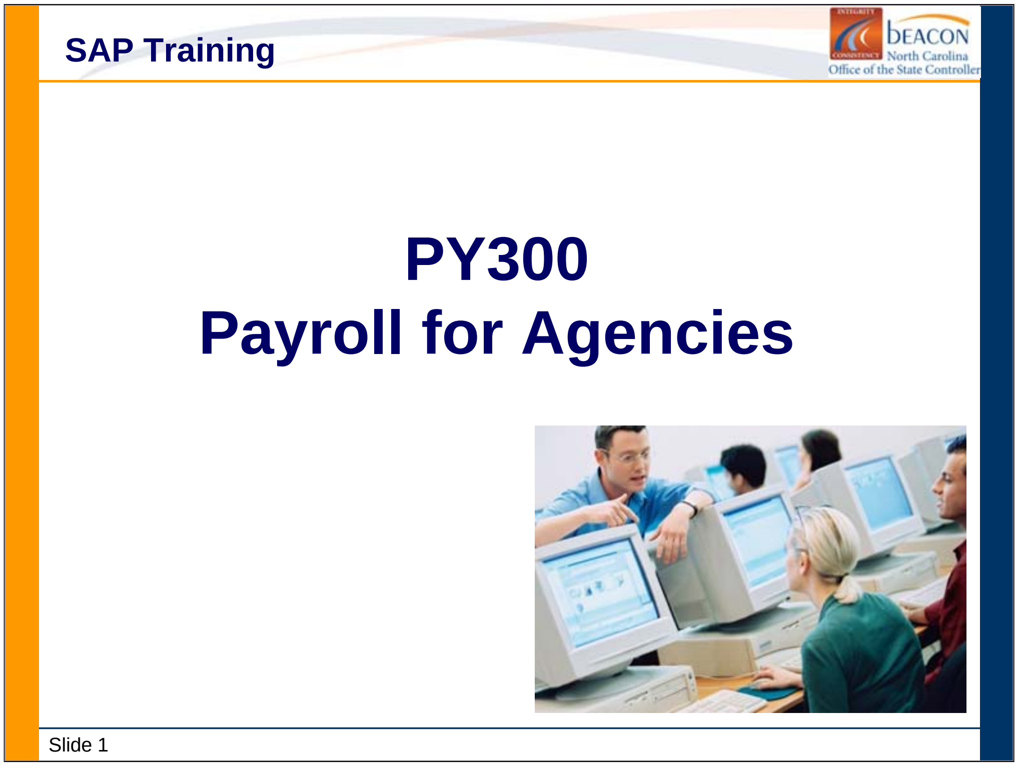


Notes:

Welcome to the *Payroll for Agencies* course. This course is intended to provide State of NC agencies with the ability to display pertinent information regarding employee payroll. This information includes: payroll results, calendars, and miscellaneous reports.

Prerequisites

- BEACON Overview BC100
- SAP Basic Navigation BC110
- Payroll Overview PY200
- Process & Policy Changes PY210

Slide 2

Notes:

For maximum understanding of this course, please ensure that you have completed the above prerequisites.

SAP Training — Welcome

Welcome to the Payroll for Agencies course.

- Introductions
- Sign the Training Attendance Sheet
- Classroom Etiquette
- Cell phones off
- No side conversations

Slide 3

Notes:

Please make sure you receive the credit you deserve for attending class by signing the attendance sheet.

Also ensure that others have a quality training experience. Please turn your cell phones off during class so others are not disturbed.

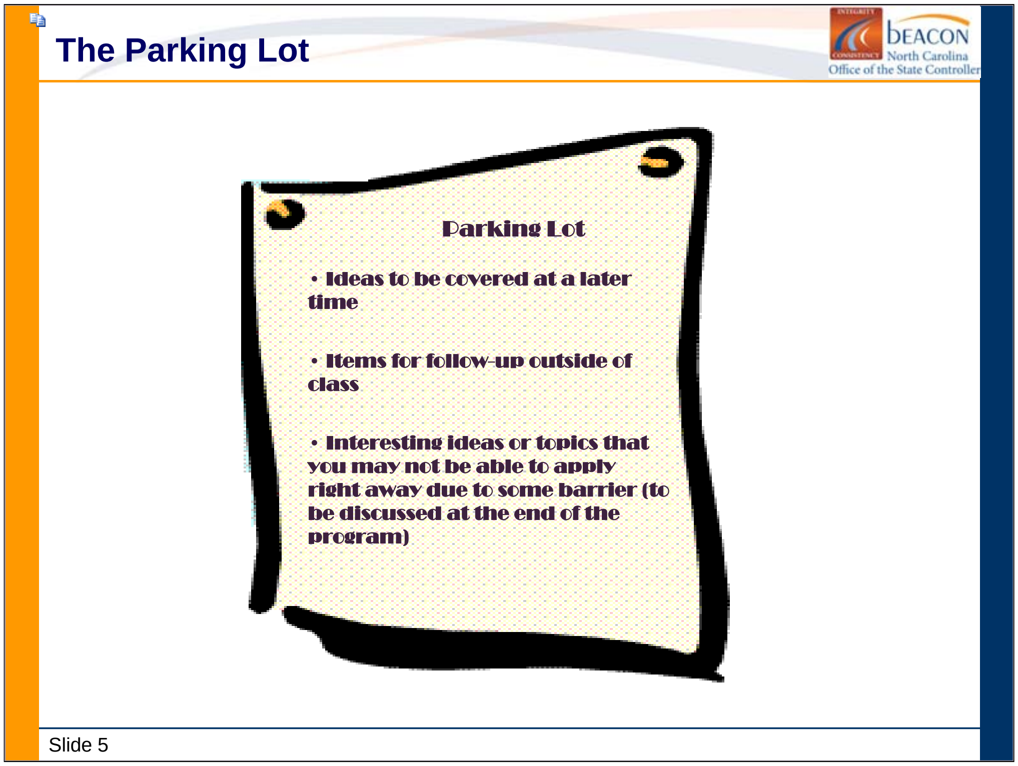
Welcome: Strategy for Training

- **Tell me** — **Concepts**
  Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN
- **Show me** — **Demonstrations**
  Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
- **Let me** — **Exercises**
  Student will complete the exercises which allows for hands-on practice in class – HANDS ON
- **Support me** — **Availability**
  Instructor will be available to answer questions while the students complete the exercises

Slide 4

Notes:

The Strategy for Training is a proven method of learning the most from this course. Please give your instructor your undivided attention when a demonstration is in progress. Be assured that ample consideration has been given for time to complete the hands on exercises.



Notes:

The Parking Lot poster will be used to record any concerns, expectations, and questions that cannot be answered during the class. If needed, your Instructors will follow up with answers to questions that could not be answered in class.

When you think of a concern, ask the instructor. If the instructor /navigator cannot answer the question, it will be forwarded to the BEACON office. The Training Solutions Center will contact the subject matter experts to determine an answer and will notify the instructor of the answer.

The instructor will share the answer if it is received before the end of class. If an expectation or concern cannot be addressed in class, the instructor will place it on a parking lot, research it, and provide the class with a response at a later date.

Course Objectives

BEACON North Carolina Office of the State Controller

Upon completion of this course, you should be able to:

- Display agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.

Slide 6

Notes:

Course Map

- Lesson 1: Payroll Processing
- Lesson 2: SAP Payroll Basics
- Lesson 3: Agency Payroll Display
- Lesson 4: Payroll Reports
- Lesson 5: Payroll for Agencies Review

Slide 7

Notes:

This course includes five lesson modules.

Course Map

BEACON North Carolina Office of the State Controller

- **Lesson 1: Payroll Processing**
- **Lesson 2: SAP Payroll Basics**
- **Lesson 3: Agency Payroll Display**
- **Lesson 4: Payroll Reports**
- **Lesson 5: Payroll for Agencies Review**

Slide 8

Notes:

The first lesson of the course will be a detailed view of payroll processing for the State of NC. This lesson will include some of the basics learned in the Payroll Overview course.

Lesson Objectives

Upon completion of this lesson, you should be able to:

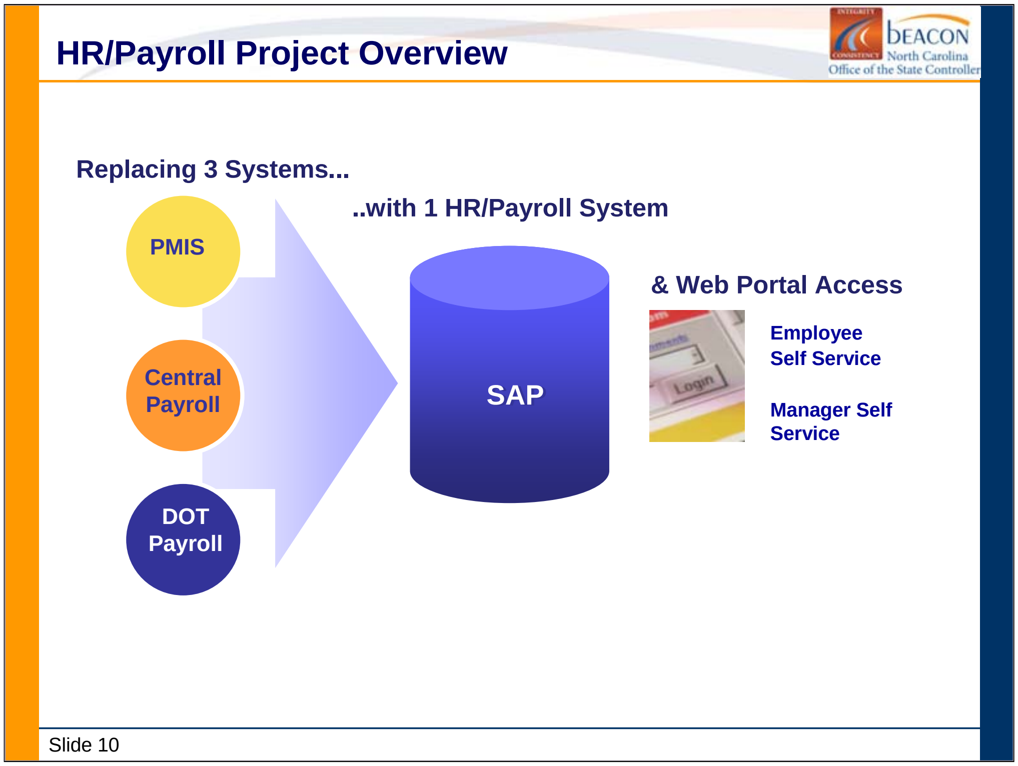
- Explain the details of payroll processing to include the calculation of gross & net pay, statutory, and voluntary deductions.
- Describe essential master data needed for payroll processing.

Slide 9

Notes:

The objectives of the lesson are to further explore payroll processing as it applies to the State of NC as well as what is a HR employee master data and how it applies to payroll.

Statutory and voluntary deductions will be explained further into the course.



Notes:

In PY200 Payroll Overview, we learned that the BEACON project is a statewide collaboration to standardize the business processes in human resources, payroll, budget management, taxation, data storage, and accounting.

The Implementation of SAP will replace the following three systems:

- PMIS
- Central Payroll
- DOT Payroll

The SAP payroll module integrates with and accepts data from other modules such as Personnel Administration, Employee Self-Service, Benefits, and Time Management to accurately calculate payments to State employees and contractors.

Payroll Processing

- Operations of payroll processing will be supported by the BEST Shared Services located within the Office of the State Controller.
- Individual payroll offices at participating agencies will be responsible for entering agency specific payroll deductions and supplements.

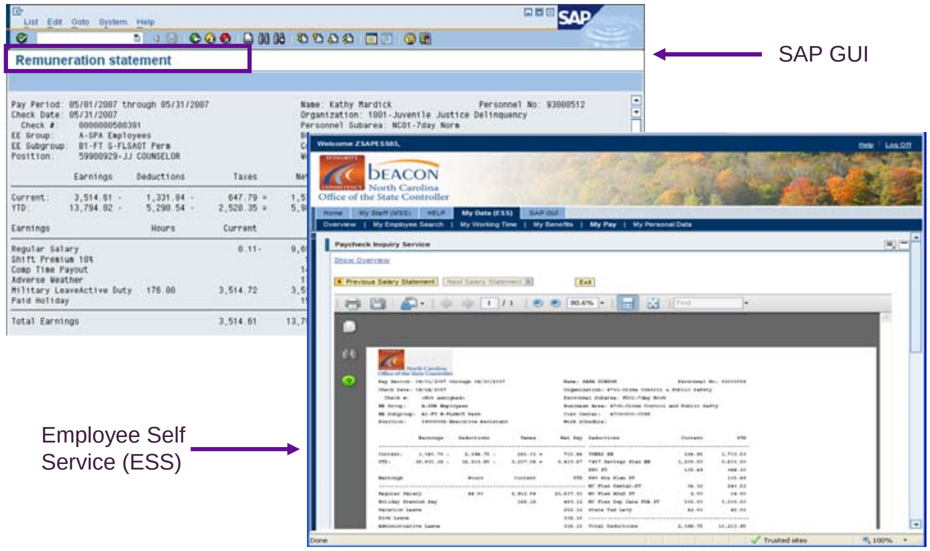
Slide 11

Notes:

The BEST Shared Services will perform all gross-to-net calculations, including computation of tax withholdings, and any employer matching and contributory costs. The SAP system will also maintain employee master data that will contain certain year-to-date data on each state employee.

The State of NC will be using the SAP Human Resource module as their system of record for all state employees and the SAP Payroll module for paying state employees.

Remuneration Statement



- The terms "pay statement" also mean "remuneration statement".

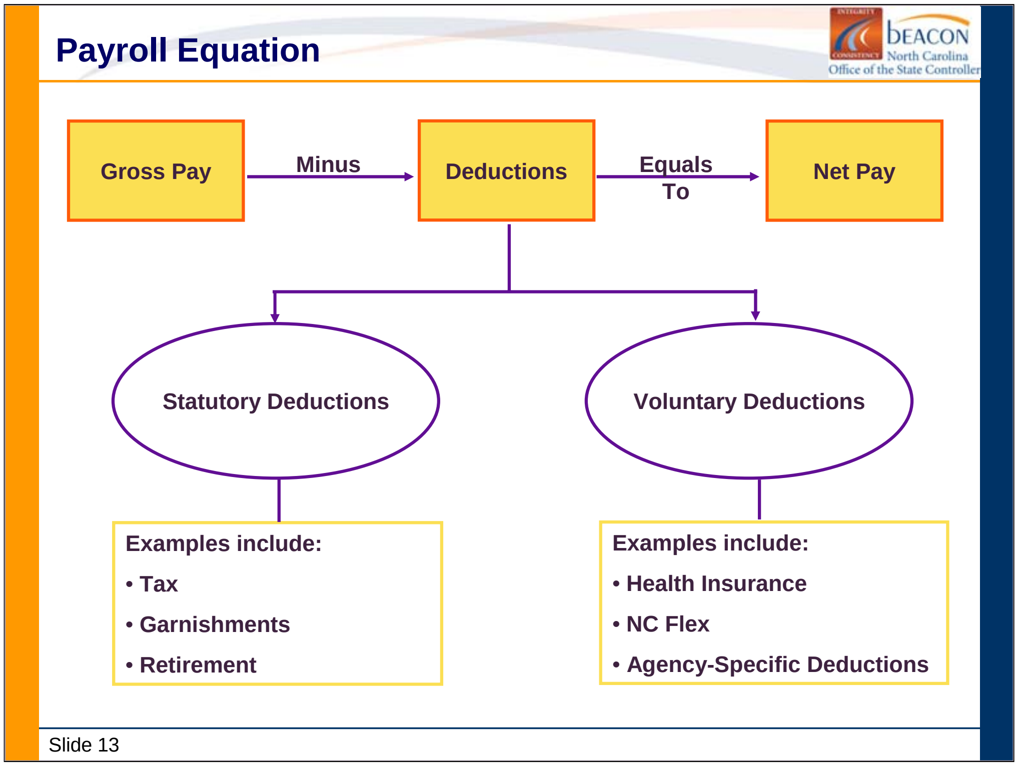
Slide 12

Notes:

Remuneration statements are detailed list of amounts and information for employees per payroll period. This usually includes:

- Gross amount (for example, payments)
- Net amount (gross pay minus taxes minus deductions)
- Deductions (for example, combined campaign)
- Additional information (for example, organizational assignment, leave, notes to the employee)

OSC will no longer print and distribute pay statements to State employees. For employees using ESS, using the My Pay tab will give the ability to view and print an employee pay statement. Printing will be at the discretion of each agency.



Notes:

We learned in PY200 that the process of payroll is to calculate pay for work performed by individual employees. To understand how pay is calculated we need to explore the payroll equation.

When payroll is processed **gross pay** is calculated for each employee. Gross pay is the calculation of employee earnings. Examples of gross pay include; regular pay, shift pay, premium pay, and overtime pay.

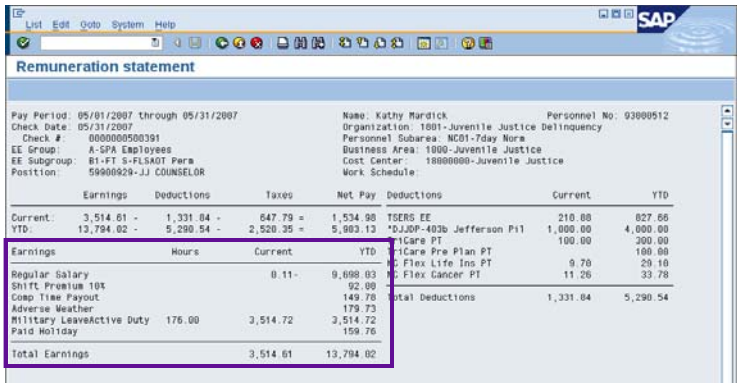
Deductions actually exist in two separate categories: Statutory, and Voluntary. *Statutory deductions* are required by law. Examples include: Tax, Garnishments, and Retirement. *Voluntary deductions* are always requested or authorized by the employee. Voluntary deductions include: Health Insurance, NC Flex, and Agency-Specific Deductions.

Net Pay is gross pay minus all deductions. Net pay represents the employee's pay, and the amount deposited in their respective checking and/or savings accounts.

Let's take a detailed look at each part of this equation!

Gross Pay

- Employees gross pay is calculated using several factors
  - Time worked
  - Overtime
  - Shift work
  - Absences



Slide 14

Notes:

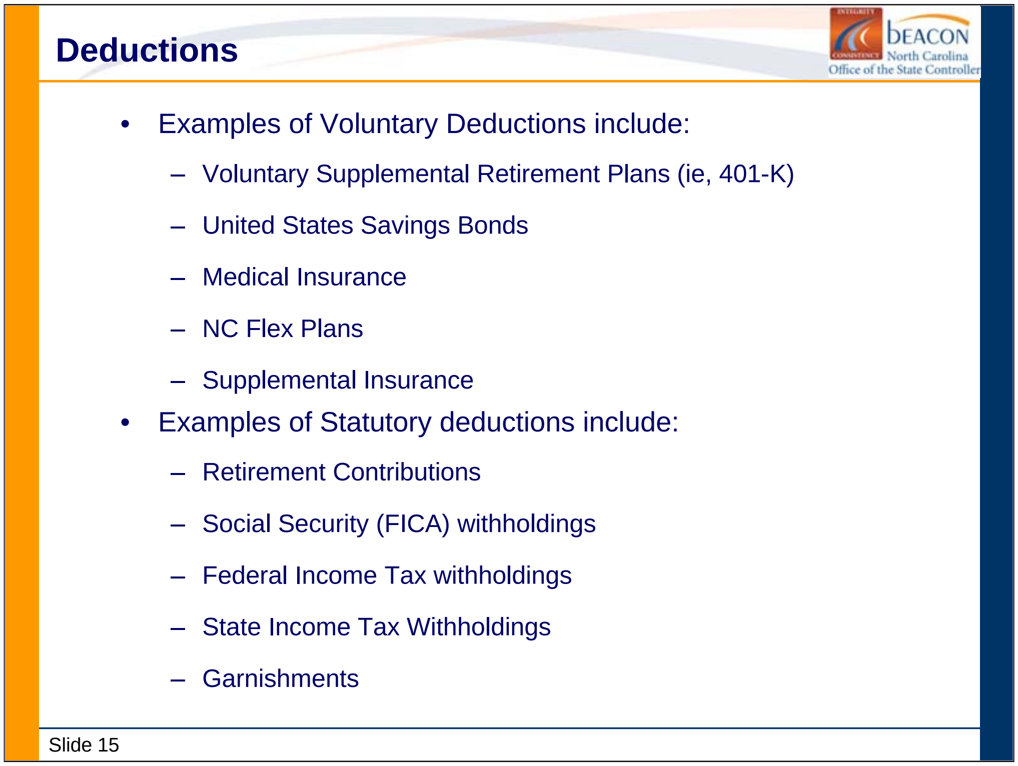
In PY200 Payroll Overview, the discussion on integration of SAP modules presented the concept of the Time Management module. Employee work hours are recorded in the employee's time records in the SAP HR/Payroll system. This is completed with transactions of the Time Management and/or ESS modules.

The Time Management module updates the employee's time record in the SAP HR/Payroll system on a regular basis with information regarding:

- Working hours (time and attendance)
- Absences (vacation, sick leave, FMLA)
- Shift work
- Overtime
- Longevity

The above information is maintained via infotypes that become wage types used during the processing of payroll.

When calculating gross pay for employees, several factors are taken into consideration. Each employee is assigned a basic pay amount to correspond with their working time. This pay amount can be based on their pay frequency (i.e. monthly, or biweekly). In addition to the basic pay, some employees are subject to work overtime. The SAP system will calculate overtime pay for these employees based on time and payroll rules. If the working time for an employee occurs during the night, during the weekend, or on a public holiday, the SAP system will calculate the appropriate pay per employee.



Notes:

Voluntary Deductions

Employee enrollment will be facilitated through the Benefits module of SAP or infotype 14, recurring deductions. Payroll will retrieve the monthly costs of the plans from Benefits. Deductions and deduction frequencies are attached to the plans in payroll. Payroll can deduct according to employee's pay frequency.

Deductions can be prepaid prior to an employee going on leave so they still process while the employee is not receiving any pay.

Statutory Deductions

All State of NC employees must complete a W-4 Employee's Withholding Allowance Certificate form and the appropriate state withholding form. Form W-4 is used to claim withholding for federal income tax, and the appropriate state with form is used to claim withholding for state income tax. Withholding allowances determine how much income tax is withheld an employee's earnings.

Garnishments are considered a statutory deduction that deserves a more detailed discussion.

Garnishments

- All appropriate garnishment rules (non-exempt amounts and disposable net) will be built in SAP.
- All garnishment orders will be forwarded to the BEST Shared Services for processing.
- The order will be keyed into SAP and generate a notification letter to the employee when requested.
- A letter will be sent to the originator of the garnishment when the employee separates.
- A responding letter will be sent to the court or organization issuing the garnishment order.
- When payroll executes on the next normal cycle or in an off-cycle process, the appropriate deductions will be taken from the employee's pay.

Slide 16

Notes:

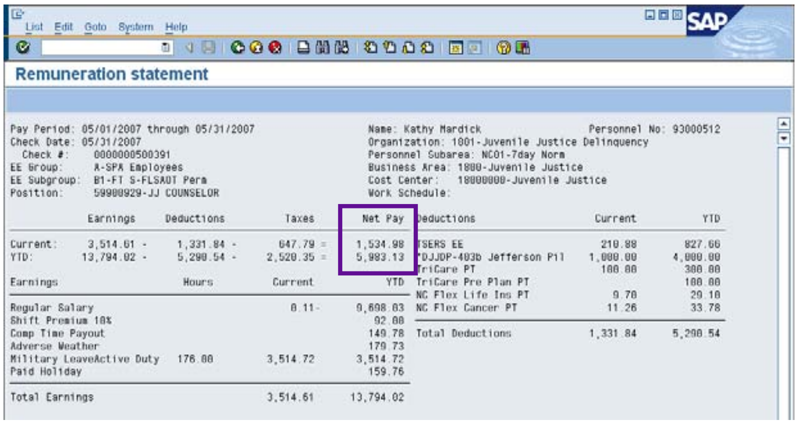
All appropriate garnishment rules will be built in SAP.

Setting up of new garnishment orders will involve forwarding all original document to BEST Shared Services. BEST Shared Services will not accept copy or fax garnishment orders. Priority of multiple garnishments is handled in configuration and setup of garnishments.

All active garnishments are owned by BEST Shared Services. Inactive employees will be the responsibility of the agency.

Net Pay

- Net pay is the amount an employee can take home after all deductions and taxes are taken out of the gross pay.
- Net pay is paid by direct deposit.



Slide 17

Notes:

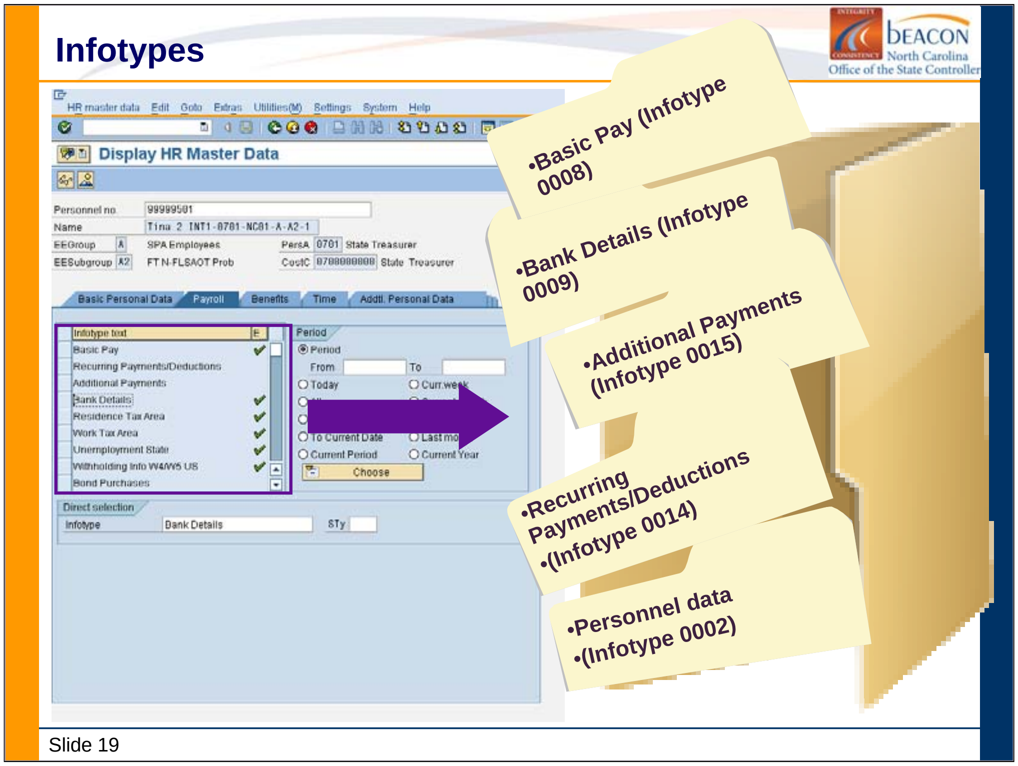
The Net Payroll component of SAP processes garnishments, deductions, taxes, and benefits for employees during a payroll run. Net payroll processing is based on wage types entered in SAP employee master data as well wage types that are calculated in the Gross Payroll component. Net payroll generates a results table containing wage types and amounts for all employees in a payroll run. This table serves as the basis for all output from the SAP Payroll system, such as third-party remittances and statutory deduction reporting.

Deduction Priority

- What happens when an employee does not have enough net pay to capture all deductions?
  - All deductions are given a deduction priority (pretax and deferred taxes first, deductions second, garnishments third, then other deductions prioritized).
  - All deductions are given a setting of how they should process if the employee does not have enough to deduct the full deduction.

Slide 18

Notes:



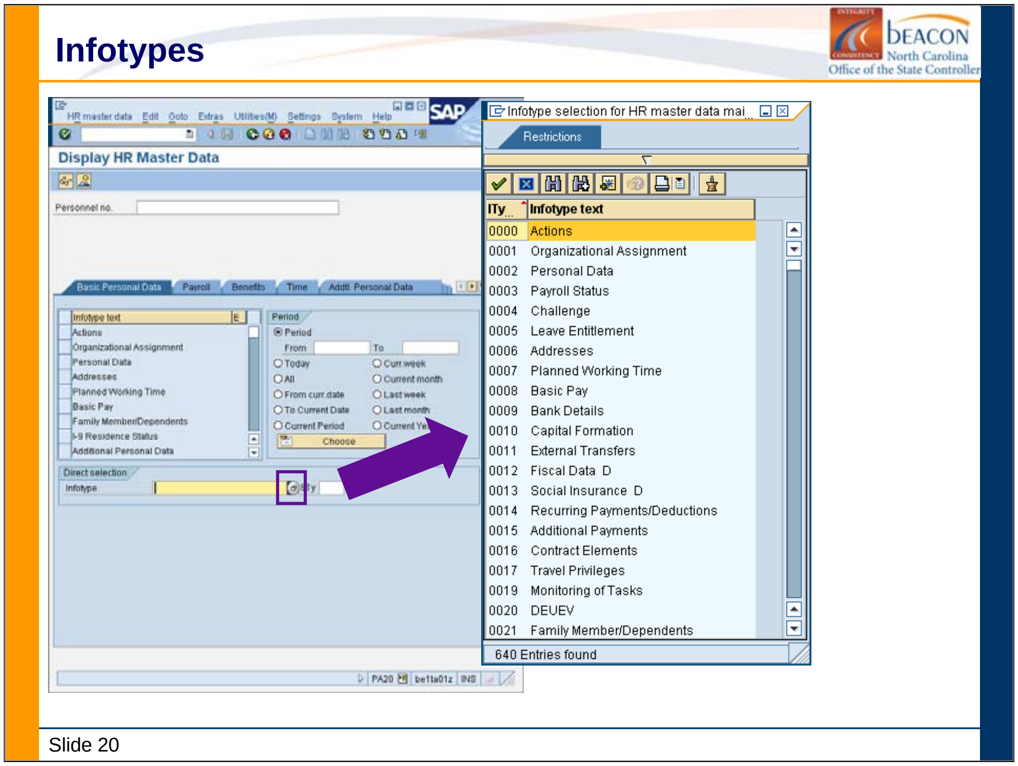
Notes:

Payroll also uses employee **master data** to process payroll. Each employee has a master record that consists of data organized into infotypes. Infotypes are used to group related data fields together to form units of information in the HR module. Infotype is the term SAP uses to identify the screens that make up an employee's personnel file.

Just as you would have individual pieces of paper in a file folder to comprise a manual personnel record, you will have electronic infotypes to comprise a personnel record. Just think of an infotype as a screen of related information.

You will learn about many different infotypes in this course. For the purpose of payroll processing, the typical master data needed includes:

- Normal employee information, consisting of name, address, and other personal details.
- Benefits information, covering benefit plans and deductions.
- Garnishment information, which includes garnishment order details, and types.
- Tax information, including the employee's residence tax area, work tax area, and unemployment details.
- Payroll information, including basic pay, other earnings, and deductions.
- Time information, including work schedule, leave, and absence information.

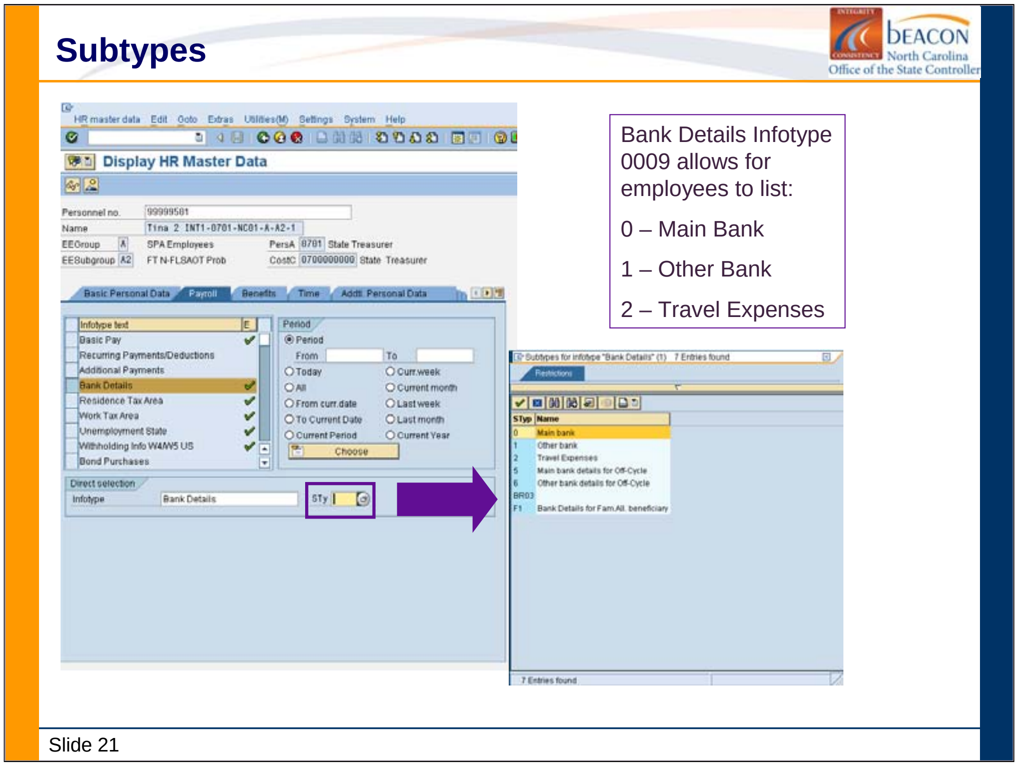


Notes:

Each Infotype has a numerical key in addition to a name key.

To access the infotype via numerical key, enter the number for the infotype in the **Infotype** field. Click Enter. The system will display the name of the infotype you selected in the infotype field.

To access the infotype via matchcode, click the matchcode button, select the appropriate infotype from the list, and click Enter twice.



Notes:

Subtypes are categories of infotypes that hold additional information.

For example, the State of NC will allow the use of multiple bank accounts for direct deposit. For Infotype 0009 Bank Details, subtype 0 represents the ***Main Bank*** account for deposits and subtype 1 represents ***Other Bank***.

Infotypes

- Several Infotypes are required to be complete and accurate for successful payroll processing:
  - Infotype 0001 Organizational Assignment (PA)
  - Infotype 0003 Payroll Status (Payroll)
  - Infotype 0007 Planned Working Time (Time)
  - Infotype 0008 Basic Pay (PA)
  - Infotype 0009 Bank Details (Payroll)
  - Infotype 0208 Work Tax Area (PA)
  - Infotype 0209 Unemployment Tax Area (PA)
  - Infotype 0210 Tax Withholding Info (PA)/(Payroll)
  - Infotype 0234 Additional Withholding (if necessary) (PA)
  - Infotype 0235 Other Taxes US (if necessary) (PA)

Slide 22

Notes:

These infotypes are accessible via **PA20 (Display**) and **PA30 (Maintain)**.

The chart below list the appropriate security role(s) needed to maintain payroll dependent infotypes:

Infotype Name	Infotype Number	SAP Security Role
Organization Assignment	0001	HR Master Data Maintainer Short Term Disability Spec
Payroll Status	0003	Central Payroll Processing
Planned Working Time	0007	HR Master Data Maintainer
Basic Pay	0008	HR Master Data Maintainer
Bank Details	0009	HR Master Data Maintainer, Payroll Administration
Work Tax Area	0208	HR Master Data Maintainer, Payroll Administration, Central Payroll Processing
Unemployment Tax Area	0209	HR Master Data Maintainer, Payroll Administration Central Payroll Processing
Tax Withholding Info	0210	HR Master Data Maintainer, Payroll Administration, Central Payroll Processing
Additional Withholding	0234	Central Payroll Processing
Other Taxes US	0235	Central Payroll Processing

Lesson Review

In this lesson, you learned to:

- Explain the details of payroll processing to include the calculation of gross & net pay, statutory, and voluntary deductions.
- Describe essential master data needed for payroll processing.

Slide 23

Notes:

Course Map

BEACON North Carolina Office of the State Controller

- Lesson 1: Payroll Processing
- **Lesson 2: SAP Payroll Basics**
- Lesson 3: Agency Payroll Display
- Lesson 4: Payroll Reports
- Lesson 5: Payroll for Agencies Review

Slide 24

Notes:

The second lesson of the course will be a review of displaying HR master data records.

Lesson Review

BEACON North Carolina Office of the State Controller

Upon completion of this lesson, you should be able to:

- Understand how to log-on to SAP.
- Navigate within SAP.
- Display HR master data records.

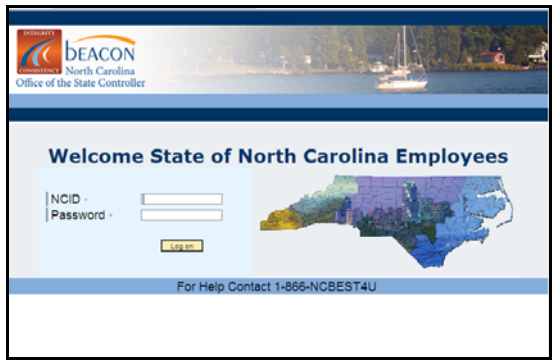
Slide 25

Notes:

SAP Log On

To log on to the SAP system, you will need:

- **BEACON training portal access**
- **NCID ID**
- **Password**

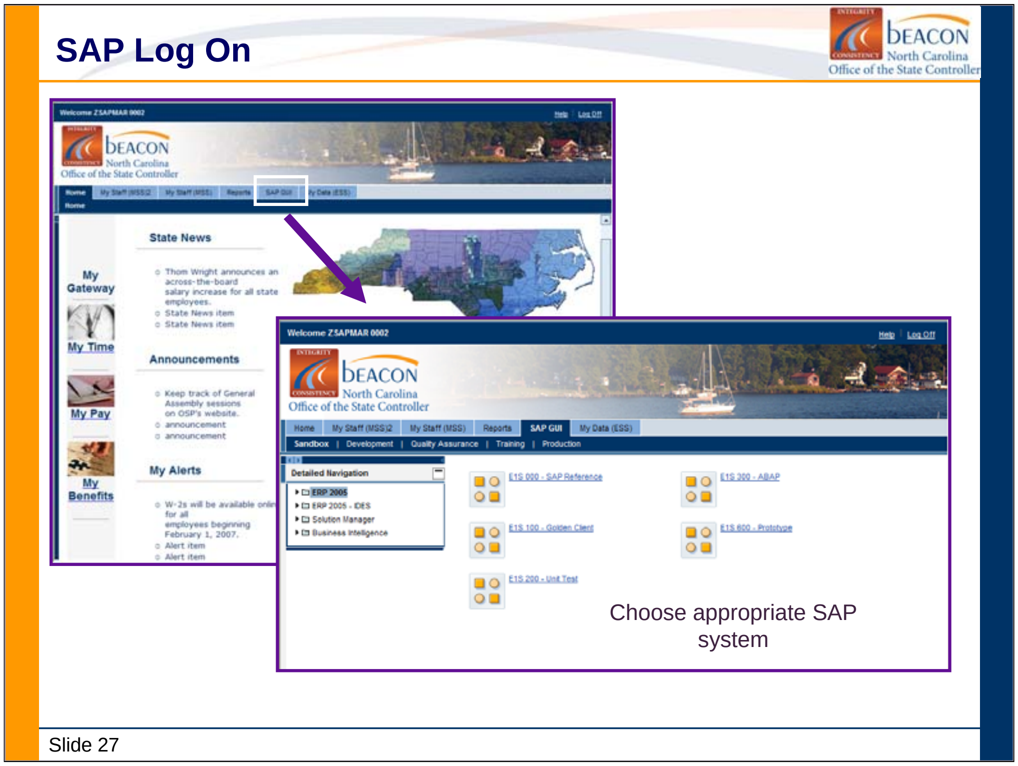


Slide 26

Notes:

Users will access the BEACON system using their NCID and password.

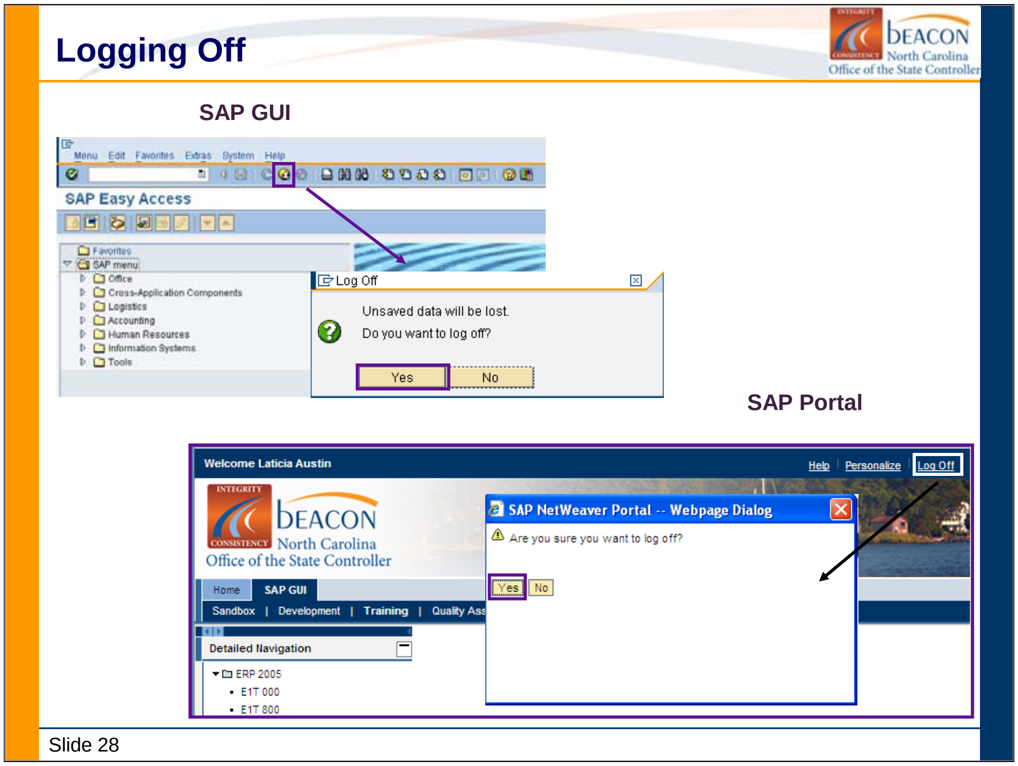
BEACON users need to set up their NCID prior to logging into the system.



Notes:

When logging on to the production system, click the SAP GUI tab from the navigation bar. This will take you to the SAP for which you have authorization to access. Clicking the appropriate SAP link will open that client and display the SAP Easy Access Screen.

For training purposes, click the SAP GUI tab from the navigation bar, then click the Training link on the navigation bar. The term client was introduced in PY200 Payroll Overview. We are using the training client for training purposes. The production client will be used after go-live.



Notes:

When logging off of SAP, you must log off of both the SAP GUI and the Portal environment.

To Log Off the SAP GUI:

Either Select System > Log off

OR

Select until you reach the Log Off dialog window.

Then click Yes to confirm.

To Log Off the SAP Portal:

Click Log Off in the upper right hand of the internet browser

Click Yes on the SAP NetWeaver dialog window to confirm.

Instructor Demonstration #2.1

- Logging onto SAP
  - Use this procedure to log onto the SAP environment.
  - INFORMATION:
    - Training Portal Web Address
    - NCID User ID
    - Password

Slide 29

Notes:

Exercise #2.1

- Logging onto to SAP

In this scenario, you are logging onto SAP to start your work day.

Slide 30

Notes:

Exercise 2.1: Logging onto SAP

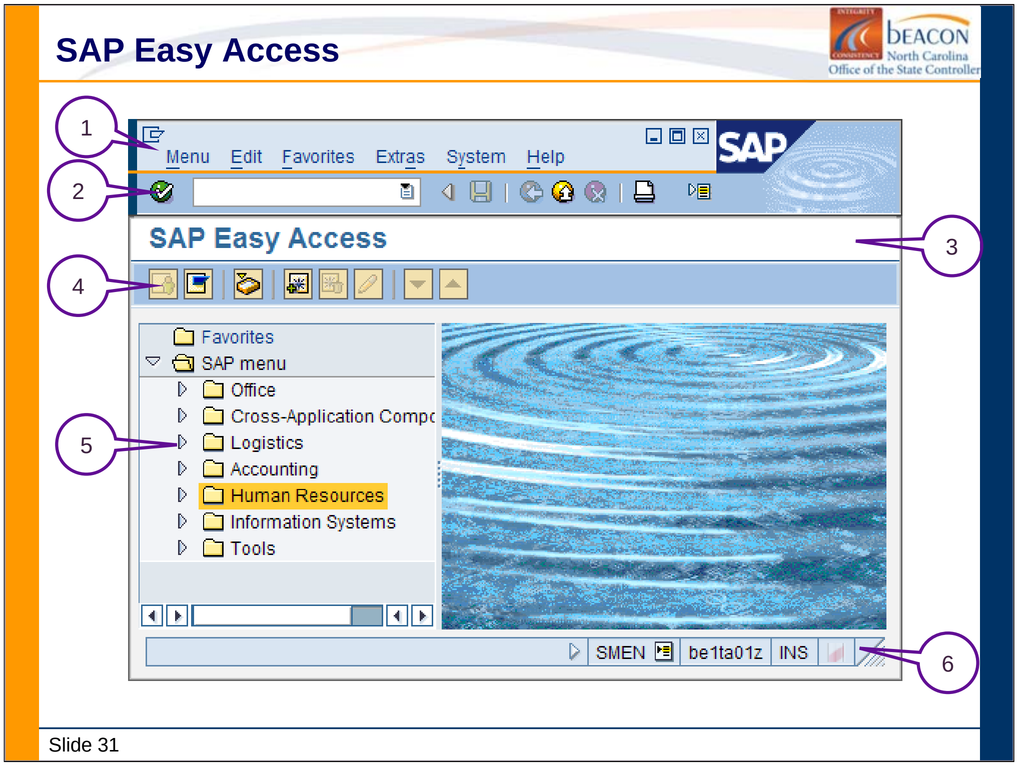
Scenario: You need to log onto SAP to start your work day.

Job Aid: Logging onto SAP

Name at least two things are needed to log on to SAP?

____

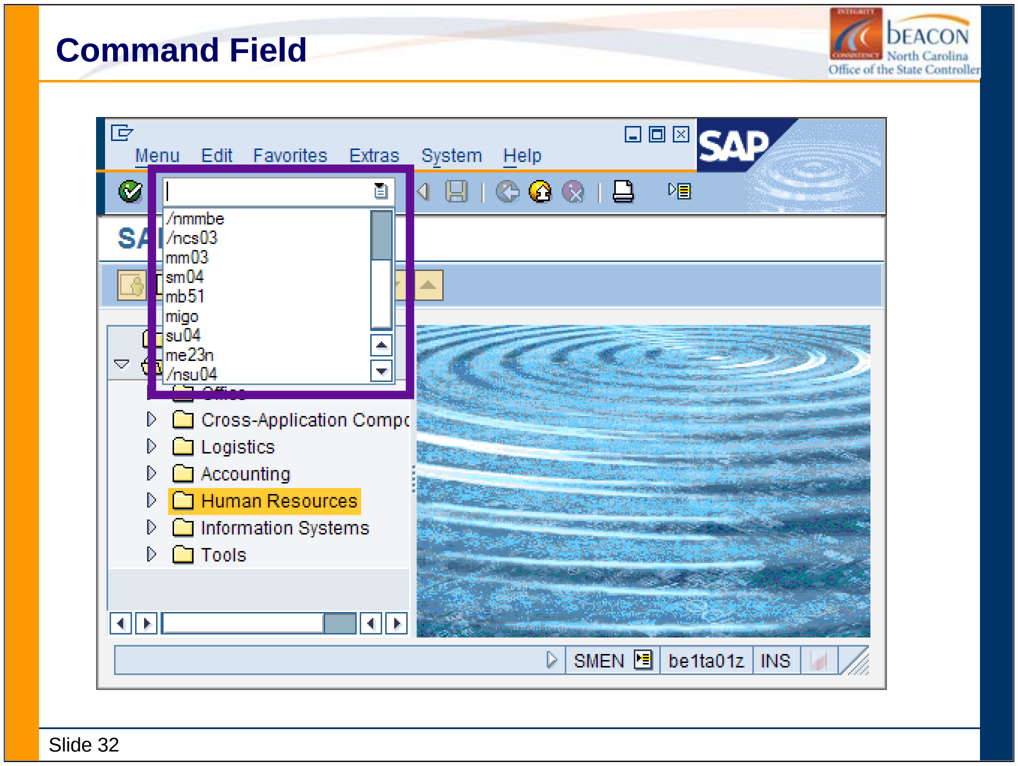
____



Notes:

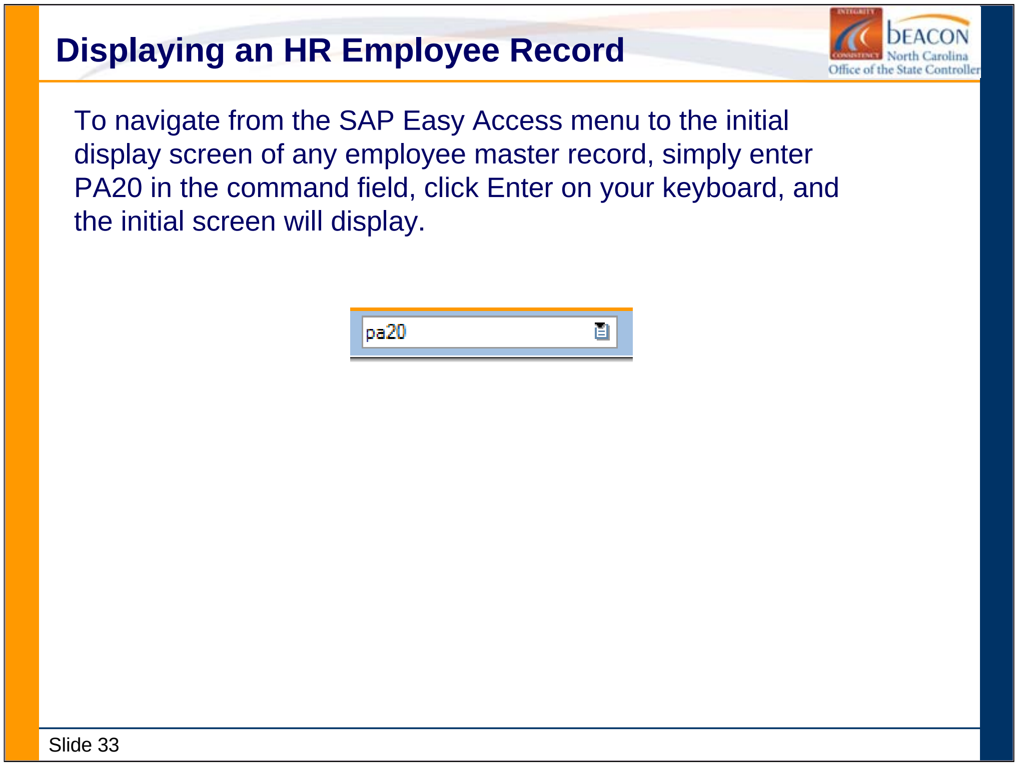
Regardless of what is transpiring within SAP, seven features or elements are found on every screen of the SAP application window:

1. **Menu bar** – The menu bar contains screen specific headers that can be clicked for submenu actions.
2. **Standard toolbar** – The standard toolbar contains the command field and several command buttons for working with transactions and navigating between transaction screens.
3. **Title bar** – The title bar displays the name of the screen and/or transaction in the application window.
4. **Application toolbar** – The application toolbar is a screen specific row of command buttons. This toolbar replicates some commands that exist on the menu bar.
5. **Central work area** – The central work area is located between application toolbar and status bar of every screen. This area is the working area for the SAP environment.
6. **Status bar** – The status bar contains the message field and system data field. The message field is one place SAP uses to display system confirmations, warnings, errors, and other messages. The system date field displays all technical information regarding the SAP system, including the transaction currently being displayed in the Central work area.
7. **Popup window** (not pictured above) – The popup window is the second place that the SAP system displays messages and typically requires the user to take action (i.e., confirm yes or no).



Notes:

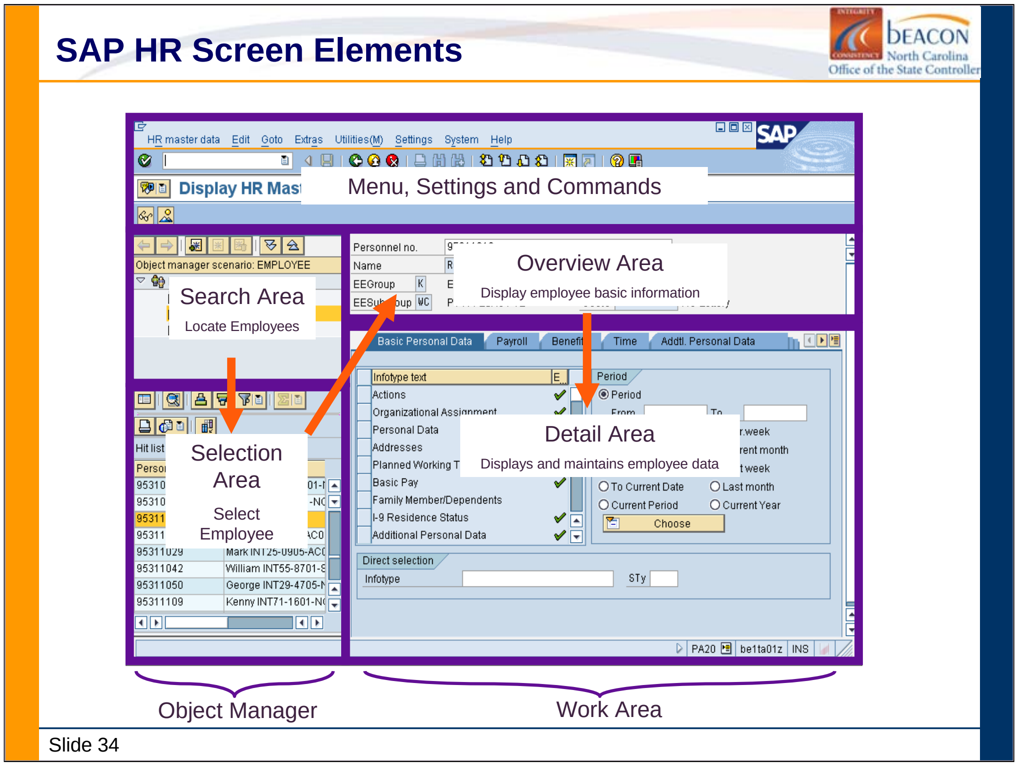
The command field is used to navigate to SAP transactions. Every transaction has an initial screen in the application and is identified via a unique name known as a transaction code. By entering that code in this field, the system will navigate to the initial screen of that transaction. The command field will also contain of recently used icons. To view this list, click the list icon at the end of the field.



Notes:

Using the PA20 transaction, you can display an infotype in an employee master data record. This transaction code is used for display only and does not allow any additions, updates, or changes to the employee record.

The initial screen of PA20 will either display the last employee record viewed and allow the ability to search for an employee record to display. If the employee Personnel Number is readily available, enter the number in the Personnel no. field and display the employee record.



Notes:

Let's get a better understanding of the HR Master Data Screen!

On the left hand side of the screen is the *Object Manager*, which is divided into a *Search Area* above and a *Selection Area* below. Use the *Search Area* to search employees according to certain criteria such as last name, first name, organizational assignment, and so on. A list is generated in the *Selection Area*. Select the employee personnel number in the selection area. Once the employee has been selected all information will display in the *Work Area* on the right hand side of the screen.

The right hand side of the screen, or *Work Area*, is divided into an *Overview Area* and a *Detail Area*. The *Overview Area* displays basic employee information such as name, employee group, employee subgroup, personnel area, and cost center. The *Detail Area* displays data based on the menu or infotype chosen.

Instructor Demonstration #2.2

BEACON North Carolina Office of the State Controller

- Display HR Master Data
  - Use this procedure to display an employee's HR master data.
  - INFORMATION:
    - Personnel No.

Slide 35

Notes:

Exercise #2.2

- Display HR Master Data

In this scenario, you are displaying an HR master data record.

Slide 36

Notes:

Exercise 2.2: Displaying HR Master Data (PA20)

Use PA 20 to display Master Data

Scenario: You need to display an HR master data record.

Work Instruction: Display HR Master Data Record

Enter *70160366* in the **Personnel No**. field.
Click to validate your entry and display employee information in the Overview Area.

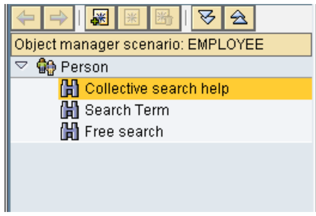
Questions

1.What is the name of this employee? ____________________

2.What is this employee's Personnel Area?
____

Employee Search

- There are three basic search options via the Object Manager Search Area.

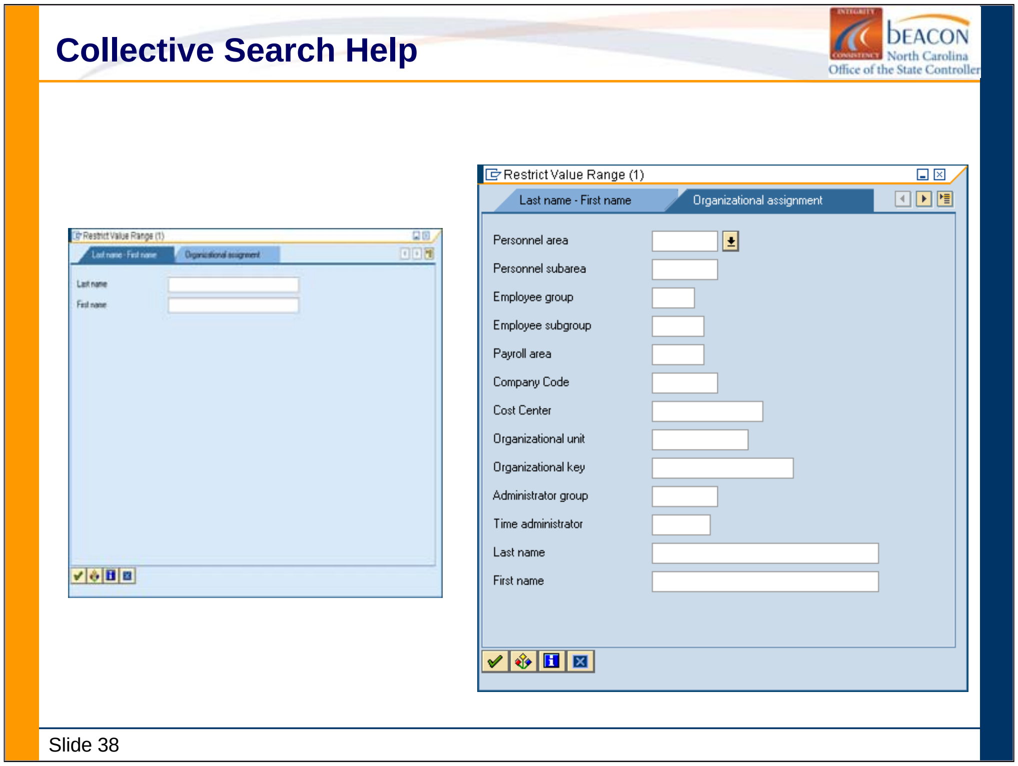


- Collective Search help is the most commonly used of the three.

Slide 37

Notes:

Use the *Object Manager* to create a list of employees who meet specific selection criteria (for example: last name, personnel area, employee group).



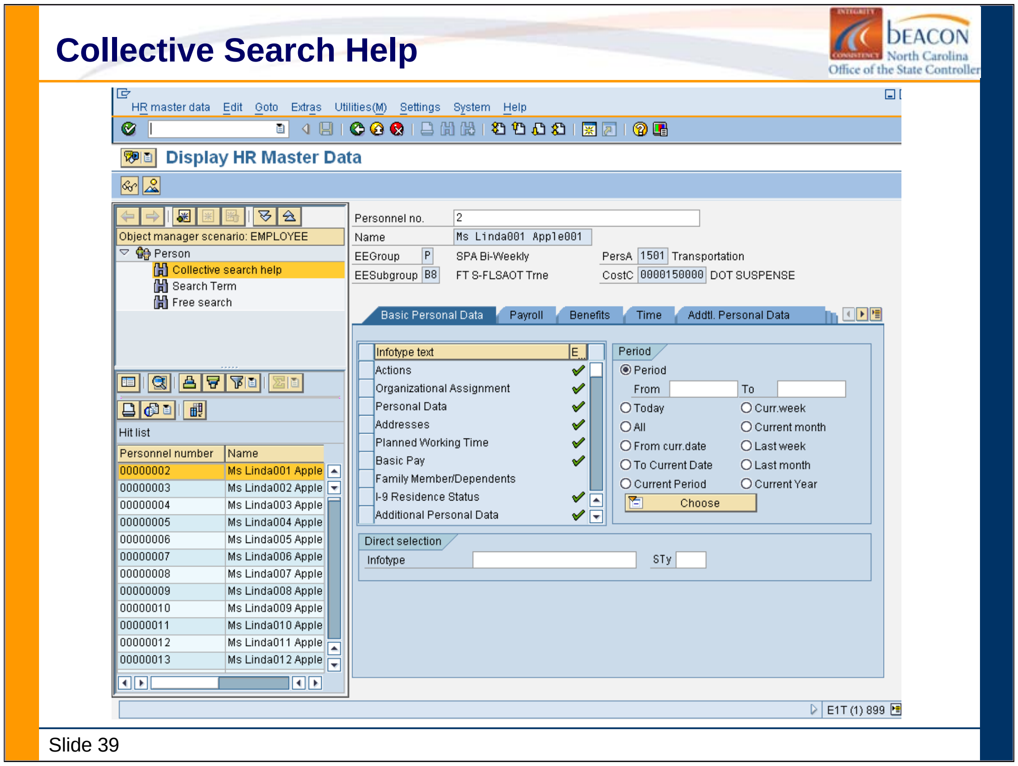
Notes:

Searching for an employee record can be done using a combination of fields such as:

- Last Name
- First Name
- Personnel Area
- Employee Group
- Employee SubGroup

Use additional selection criteria to further limit the results of your search.

You can search on the name by entering =n.lastname. You can also search for a SSN by entering =c.ssn in the Personnel No field.



Notes:

Using the *Object Manager* results list keeps you from having to back out of the information screen, search for another employee, and then come back into the information screen to view the same information for another employee.

To view another employee without researching just double-click the employee's name in the *Hit List*.

If you notice a **Start Date** column when searching for an employee, this **Start Date** represents the employee's date of birth.

Instructor Demonstration #2.3

- HR Master Data Search
  - Use this procedure to search HR Master Data Records.
  - INFORMATION:
    - Employee Last Name

Slide 40

Notes:

Exercise #2.3

- Search HR Master Data

In this scenario, you must search for the employee record.

Slide 41

Notes:

Exercise 2.3: Search HR Master Data

Scenario: Use the Collective Search Help to search for all employees with the last name Brown.

Work Instruction: Display the HR Master Data Record Search.

Display Fred Brown’s HR master data record.

1. What is his Personnel No.? ______________________

2. What employee group is assigned to his record?

   ____

Lesson Review

In this lesson, you learned to:

- Understand how to log-on to SAP.
- Navigate within SAP.
- Display HR master data records.

Slide 42

Notes:

The third lesson of the course will discuss how to view employee HR master data records as it relates to payroll functions.

Notes:

Lesson Objectives

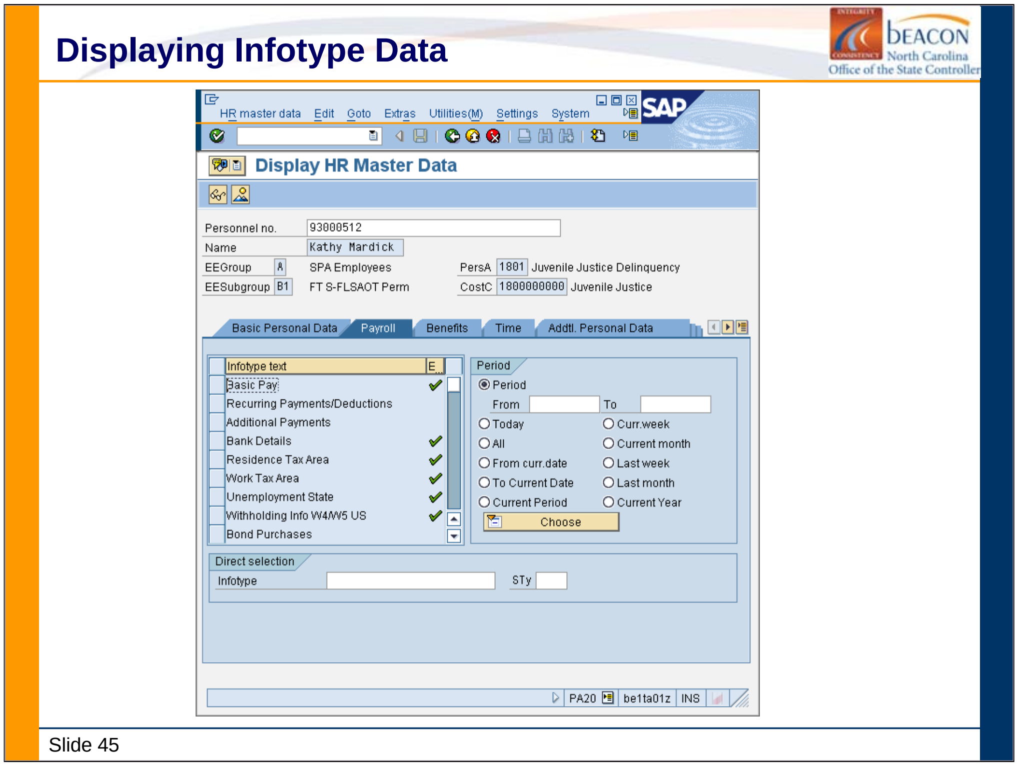
BEACON North Carolina Office of the State Controller

Upon completion of this lesson, you should be able to:

- Display Employee Bank Details IT0009.
- Display Recurring Payments/Deductions IT0014.
  - Cell Phone Supplement
  - Personal Use of State Vehicles
  - Combined Campaign
  - Agency-specific deductions and supplements
- Display Additional Payments IT0015.
  - Relocation Pay

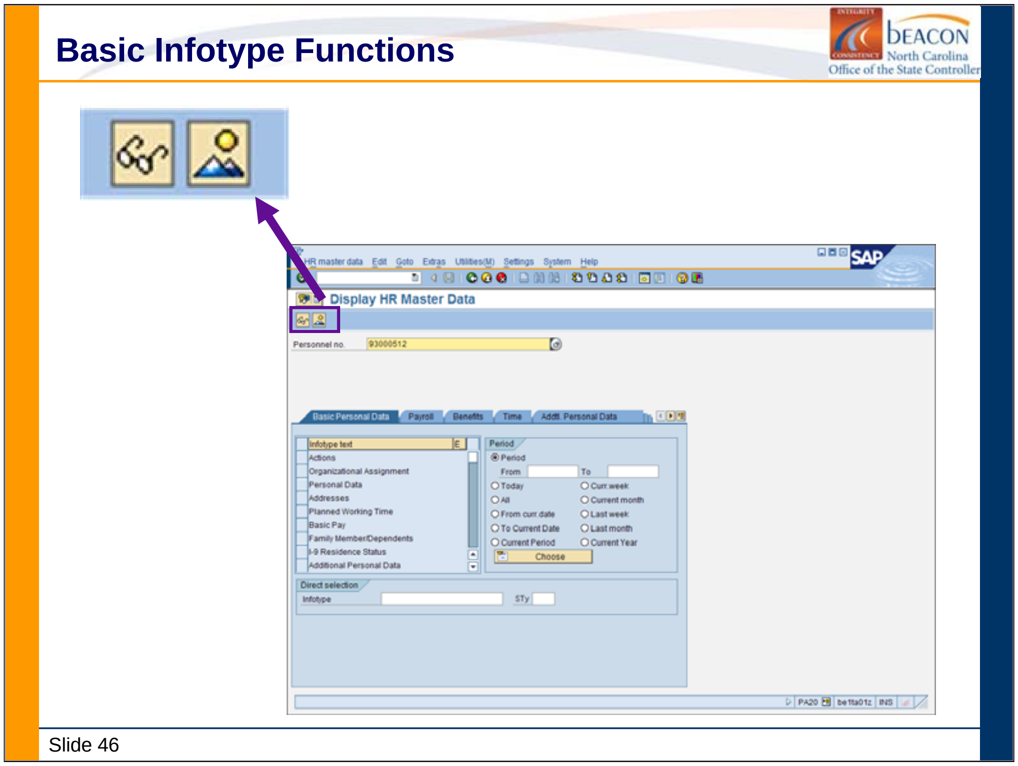
Slide 44

Notes:



HR master data is viewed by displaying infotype records. Each employee record consists of active infotypes based on actions created for that employee record. Take a look at the above HR master data for Kathy Mardick. This screenshot shows the Payroll tab as the active tab. Notice that there are several tabs (i.e. Basic Personal Data, Benefits, Time, and etc.) which exist within an HR master data record. Each of these tabs group related data together by using infotypes. When looking at the list of infotypes, a green check mark denotes that an infotype record exists. Using the above example, Kathy Mardick has infotype records for Basic Pay, Bank Details, Residence Tax Area, Work Tax Area, Unemployment State, Withholding Info W4/W5 US.

Notes:

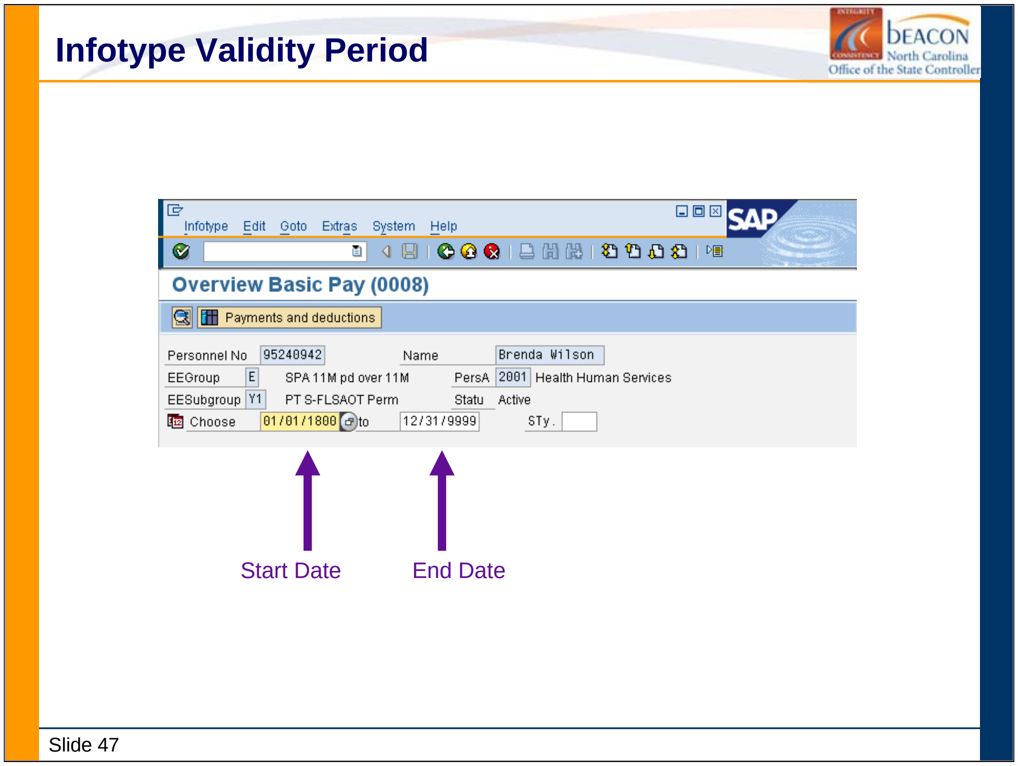


Notes:

There are various ways to display employee master data infotype records.

The Display button shows the selected infotype data. Upon selecting this button SAP will take you to the most recent infotype record available. If available, use the Previous Record button, Next Record, or Overview buttons to move through other infotype records.

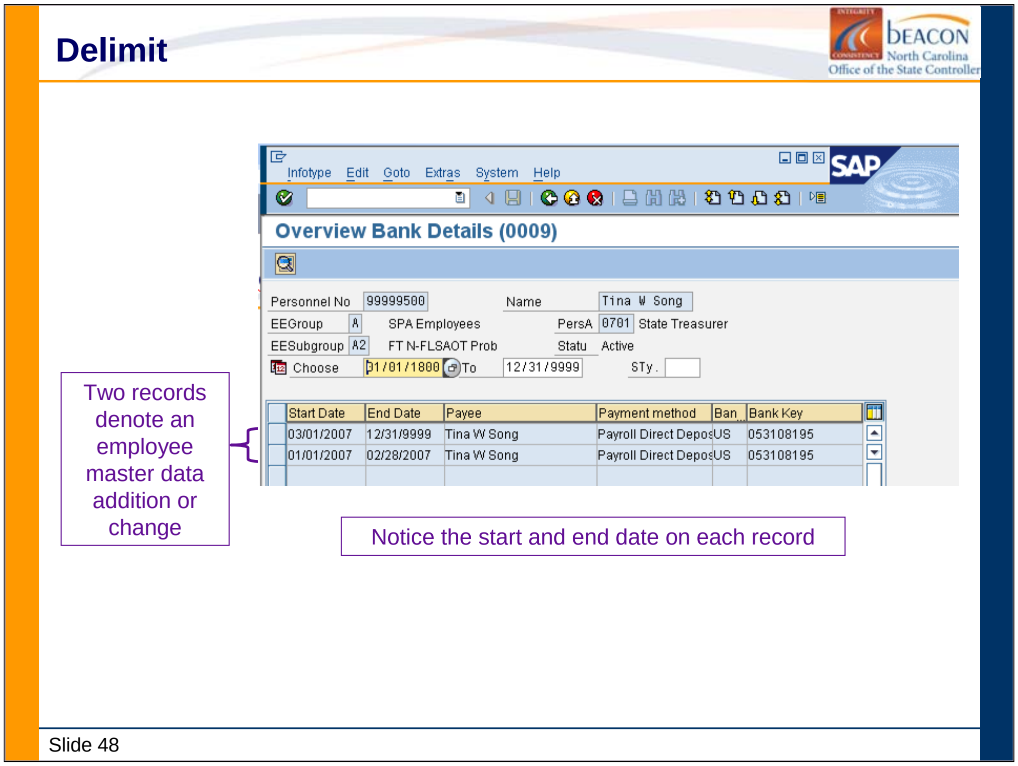
The Overview button provides a history of records associated with an infotype. From this list, use the record selection button to highlight the infotype record of choice, then click the Choose button to display the record.



Each infotype record has a beginning and ending date. These dates are known as the validity period. **Validity periods** define the life span or “valid period” of the information contained in the infotype. When creating a new infotype, both the beginning and ending dates are required. In most cases, the ending date is unknown. If this is the case, SAP allows the use of 12/31/9999 to be entered.

Using dates allows SAP to store historical infotype data.

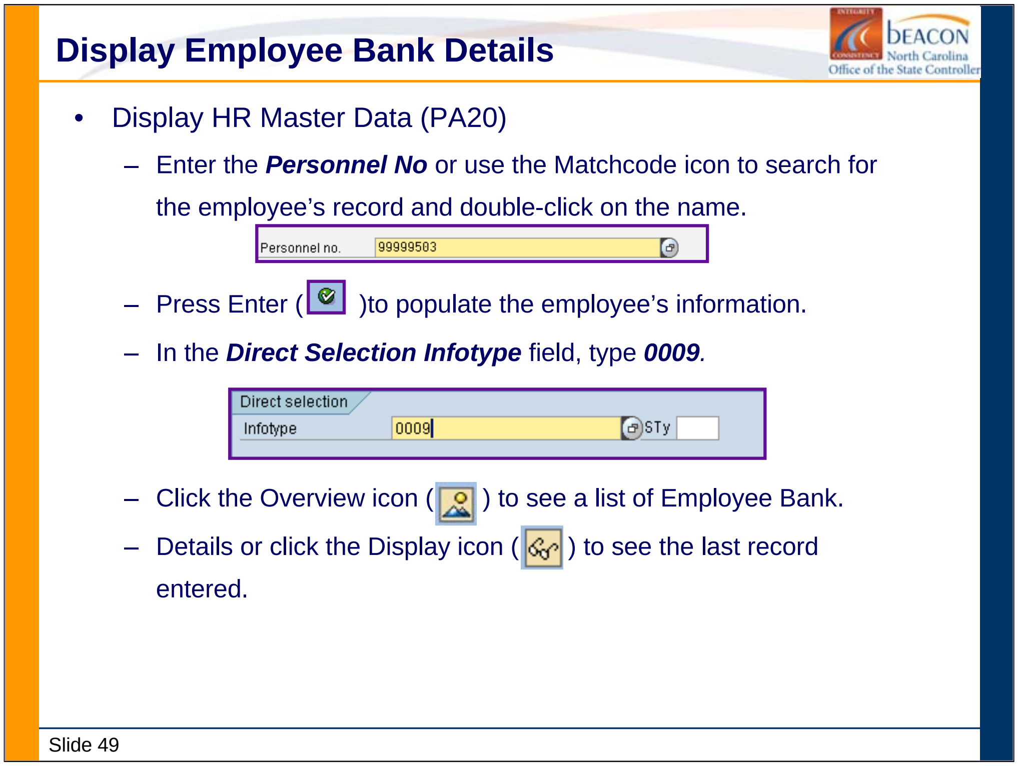
<u>Notes:</u>



Notes:

SAP allows for the ability to have multiple instances of an infotype record. In order to update an employee's record, the old record is assigned an end date or is delimited. To **delimit** a record means to end the validity period for that record. When creating a new record for an infotype, the old record is automatically delimited one day prior to the start date because records can not have overlapping dates.

This process of delimiting is very important because SAP is a date driven system.



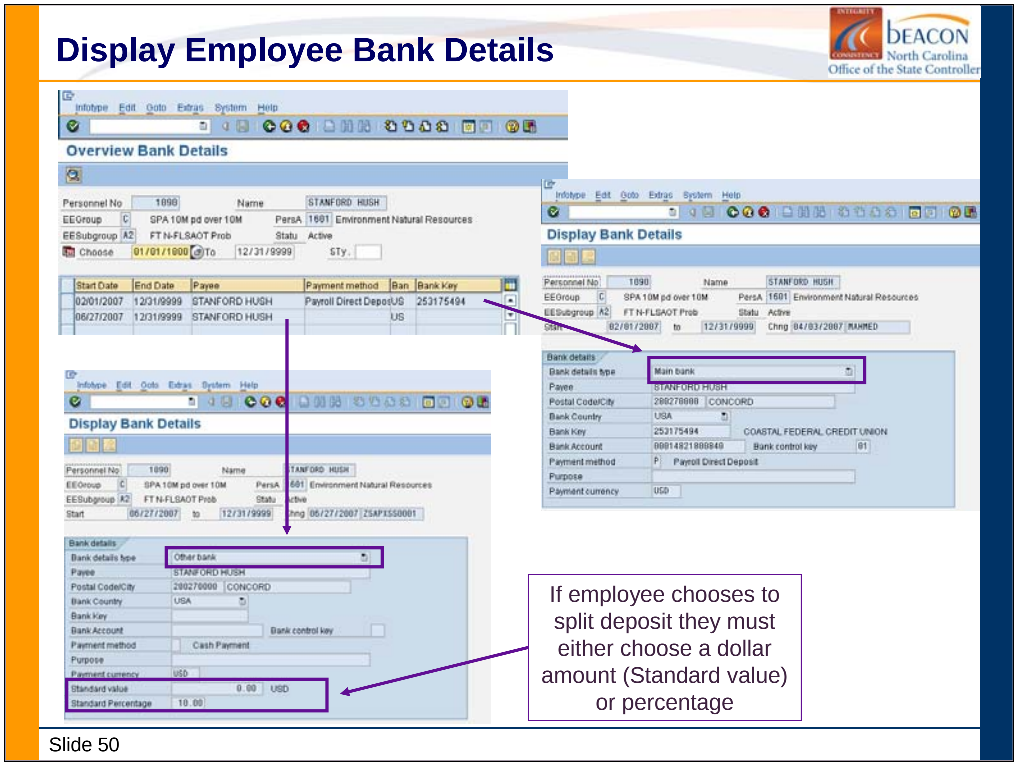
Notes:

As of October 1, 2007, the Office of State Controller required all employees paid through Central Payroll to use direct deposit. Direct Deposit information for current employees prior to Go-Live has been converted from Central Payroll to the SAP. Any exception to the policy must be requested in writing to the State Controller's Office. Direct Deposit information should automatically be entered for all new hires. Employees can have multiple bank accounts in SAP with either an additional percentage or dollar amount for deposit.

CRITICAL! - Changing bank accounts should be done on the first day of the payroll period. If it's changed in the middle of the pay period, the system looks at all active accounts within the pay period, not just for the date of payroll run. For example, if you have 90% of your pay going to your main account A, and 10% going to a savings account B, but in the middle of the payroll period you change that 10% to be directed to account C, the system will read B and C, and take 10% to B and 10% to C, removing 20% of your pay from your main account A. Depending on the complexity of your account mapping and the amount of your paycheck, this could result in no pay to your main account.

The infotype to view an employee's bank details is 0009 – Bank Details.

It is best to display what already exists in the infotype record before making changes to HR master data.



Notes:

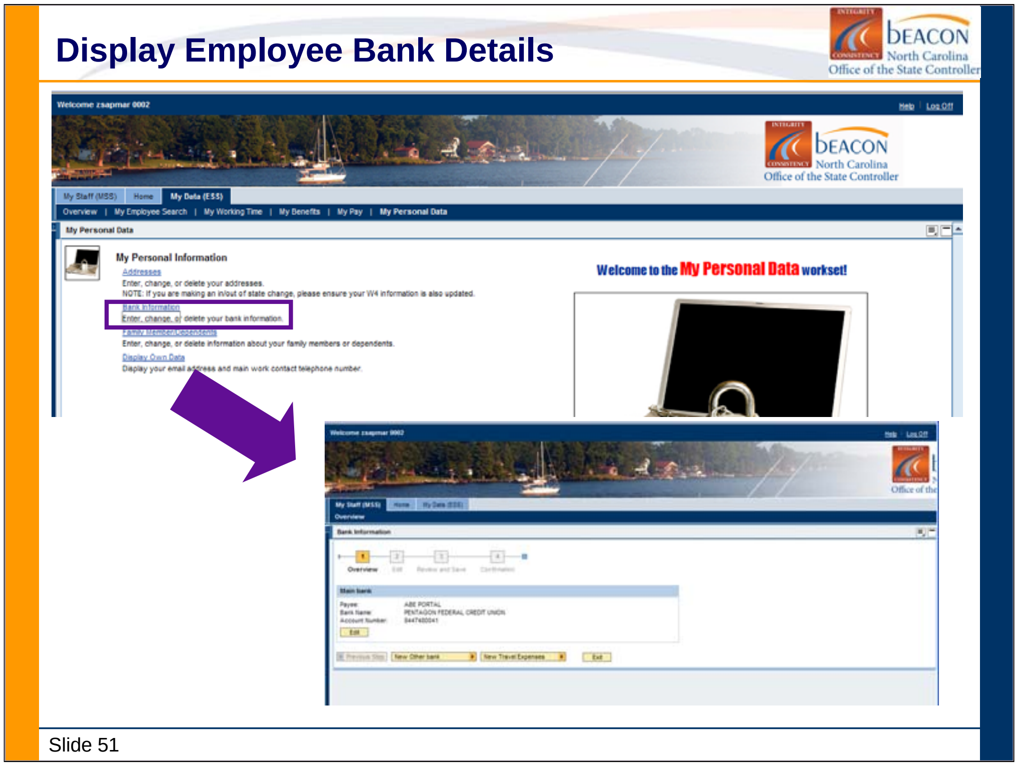
The employee must have a single type “0 – Main bank” record for direct deposit. Employee’s may have up to 3 type “1 – Other bank” records. Each record must have a begin and end date.

How does Split Deposit work?

When employees choose to split their deposit in several accounts, the payroll program will always deposit the amounts of all Other bank’s first and the remaining balance will be deposited in the Main bank.

For example:

Look at Stanford Rush’s split deposit represented above, when Stanford’s payroll is processed 10% will be deposited in his other bank and the balance will be deposited in his Main Bank.



Notes:

Employees can use Employee Self Service to make changes to their Bank Details.

Employees that do not have access to ESS must contact their agency HR/Payroll office or contact BEST Shared Services to make changes to bank details.

Instructor Demonstration #3.1

- Display Employee Bank Details – IT0009
  - You received a call from Betty Jones regarding her employee deposit. She needs to verify which bank she is using for direct deposit.
  - INFORMATION (most often obtained):
    - Employee name

Slide 52

Notes:

Exercise #3.1

- Display Employee Bank Details – IT0009

  Assume in this scenario, you need to view an employee's bank details.

Slide 53

Notes:

Exercise 3.1: Display an Employee's Bank Details

Scenario: You received a call from Betty Jones DOB 10/21/1977 regarding her employee deposit. She needs to verify which bank she is using for direct deposit.

Work Instruction #: PA20 IT0009 Display Employee Master Data

Questions/Results:

1. How many bank records exist for Betty? _______________

2. What is the bank name displayed in this infotype?

   ____

3. Does Betty have a split deposit? ______________________

Agency Deductions and Supplements

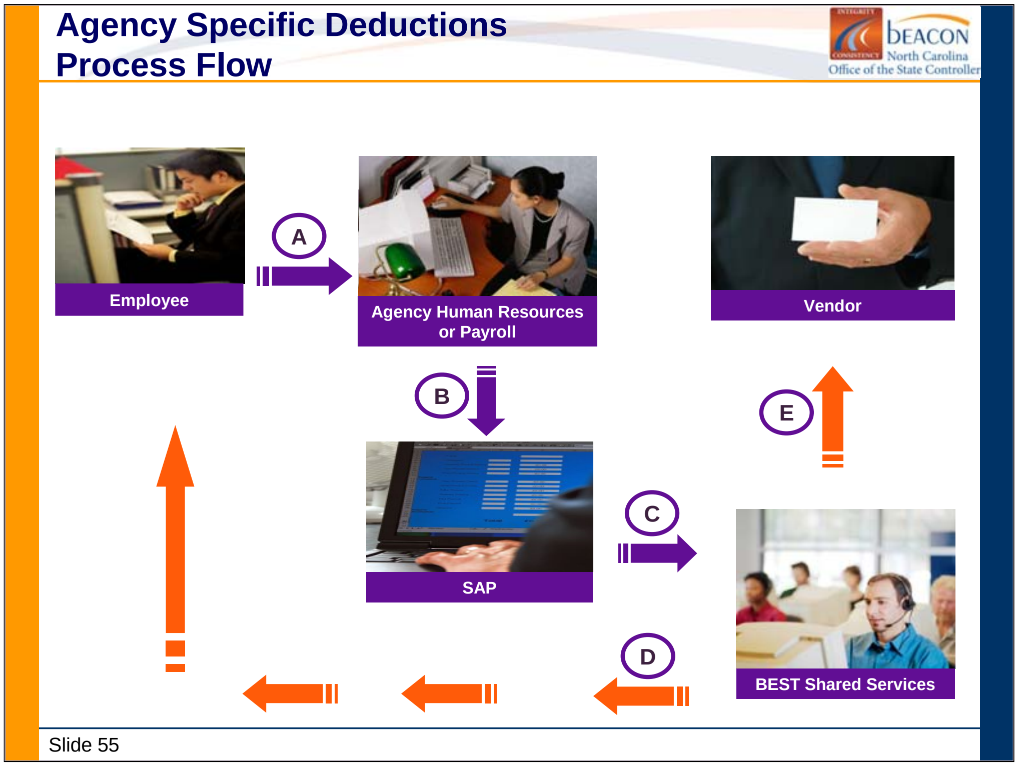
- Agency payroll staff are responsible for the following deductions and processes:
  - Cell Phone Supplement
  - Management of Personal Use of State Owned Vehicle
  - Combined Campaign
  - Relocation Pay
  - Agency Specific Insurance Plans

Slide 54

Notes:

Deductions was a definition discussed in PY200. Remember the following points when dealing with deductions:

- Deductions can either be recurring IT0014 or one-time IT0015.
- Deductions are taken out of employee’s pay during payroll run.
- Deductions are grouped and paid through Third Party Remittance as they become available.



Notes:

The following steps represent the Agency Specific deduction process.

A. Employee completes deduction form. Forwards completed form to Agency Human Resources.

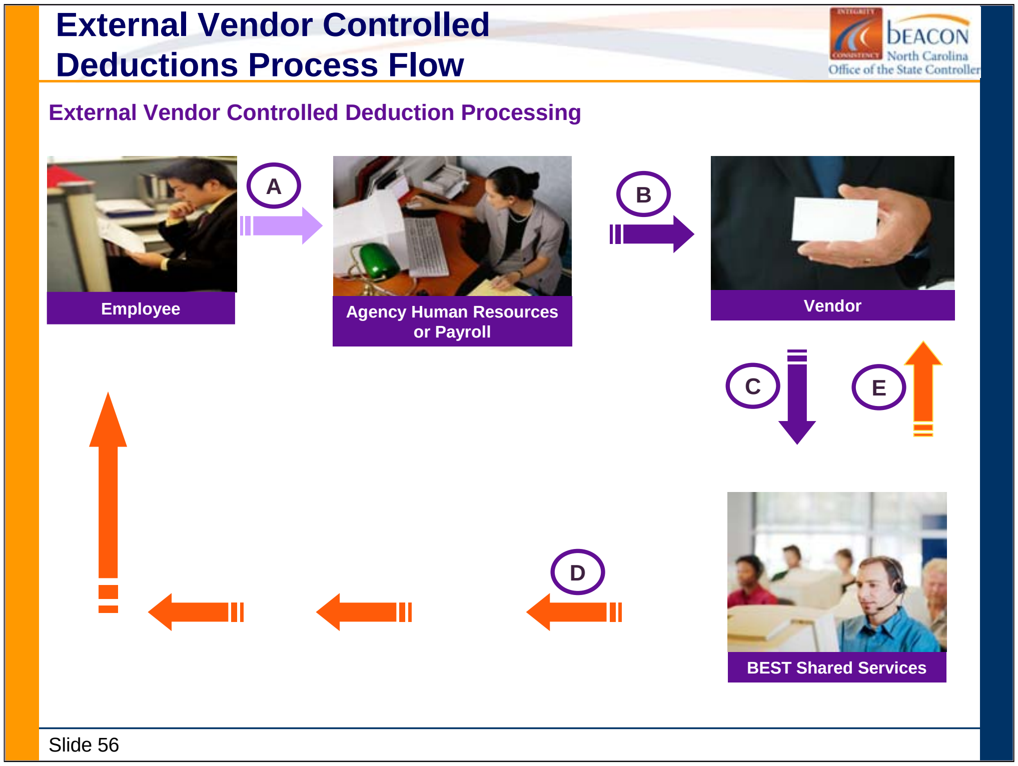
B. Agency HR Rep or Payroll Rep enters the deduction into SAP.

C. BEST Shared Services process deduction information from SAP via payroll.

D. Upon the next payroll run, the employee will see the deducted amount from their pay.

E. BEST Shared Services will request payment to vendor via third party remittance.

An example of an agency specific deduction is combined campaign.

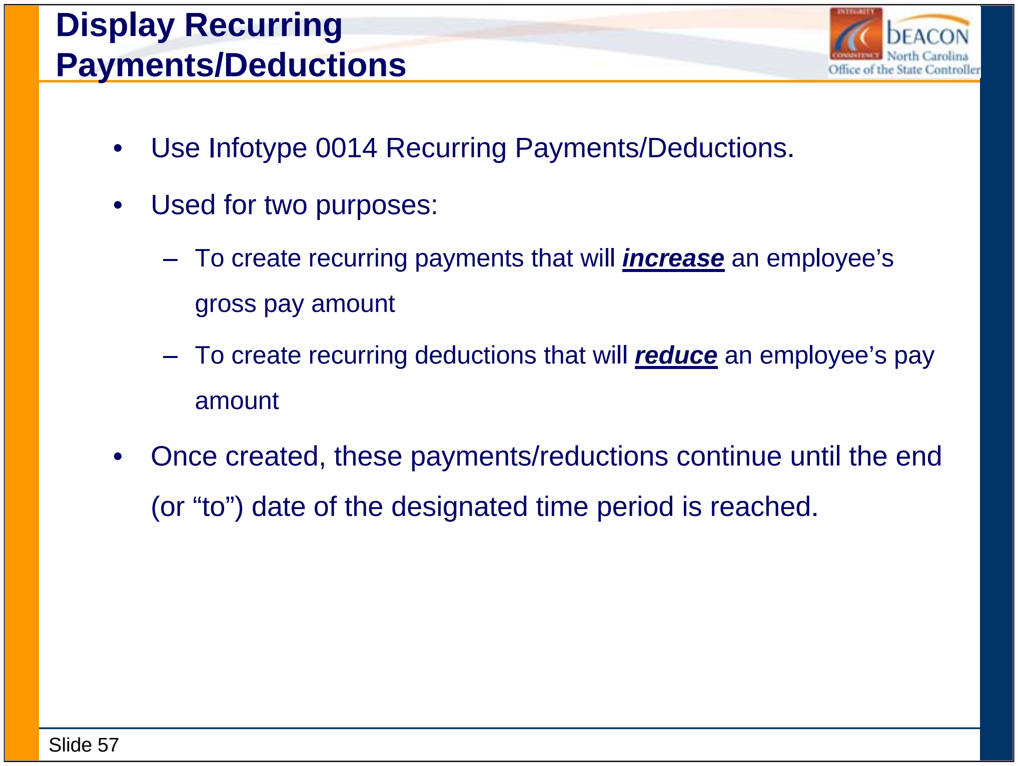


Notes:

Use this process flow for an external vendor controlled deduction.

A. Employee completes deduction form. Forwards completed form to Agency Human Resources or Payroll.
B. Agency HR Rep or Payroll Rep forwards the form to the vendor.
C. Vendor provides deduction information to BEST Shared Services.
D. BEST Shared Services receives and processes deduction information from vendor. Upon the next payroll run, the employee will see the deducted amount from their pay.
E. BEST Shared Services will request payment to vendor via third party remittance.

An example of external vendor controlled deduction is 401K.



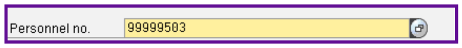
Notes:

SAP Payroll looks at the current date of the payment/deductions to make sure they are to be taken in the current payroll run.

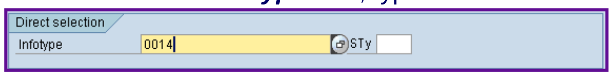
These infotype records will be created by others such as BEST Shared Services or Payroll Administrators.

Display Recurring Payments/Deductions

- Display HR Master Data (PA20)
  - Enter the ***Personnel No*** or use the Matchcode icon to search for the employee's record and double-click the name.



  - Press Enter or to populate the employee's information
  - In the ***Direct Selection Infotype*** field, type 0014.



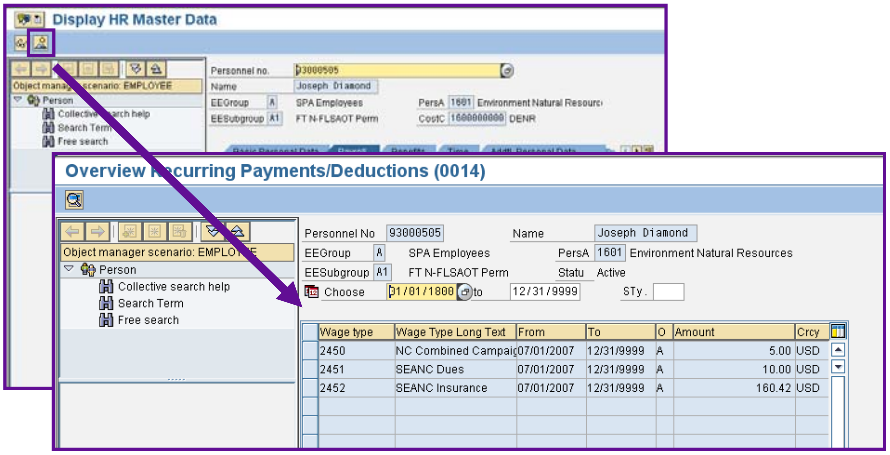
  - Press Enter.
  - Click the Overview icon () to see a list of recurring payments/deductions or click the Display icon () to see the last record entered .

Slide 58

Notes:

There are several ways to view an employee's recurring payments/deductions. Use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Recurring Payments/Deductions in the Infotype text box, then the employee has an active record. If no green check mark exists, then there is not an active record for that employee.

Display Recurring Payments/Deductions

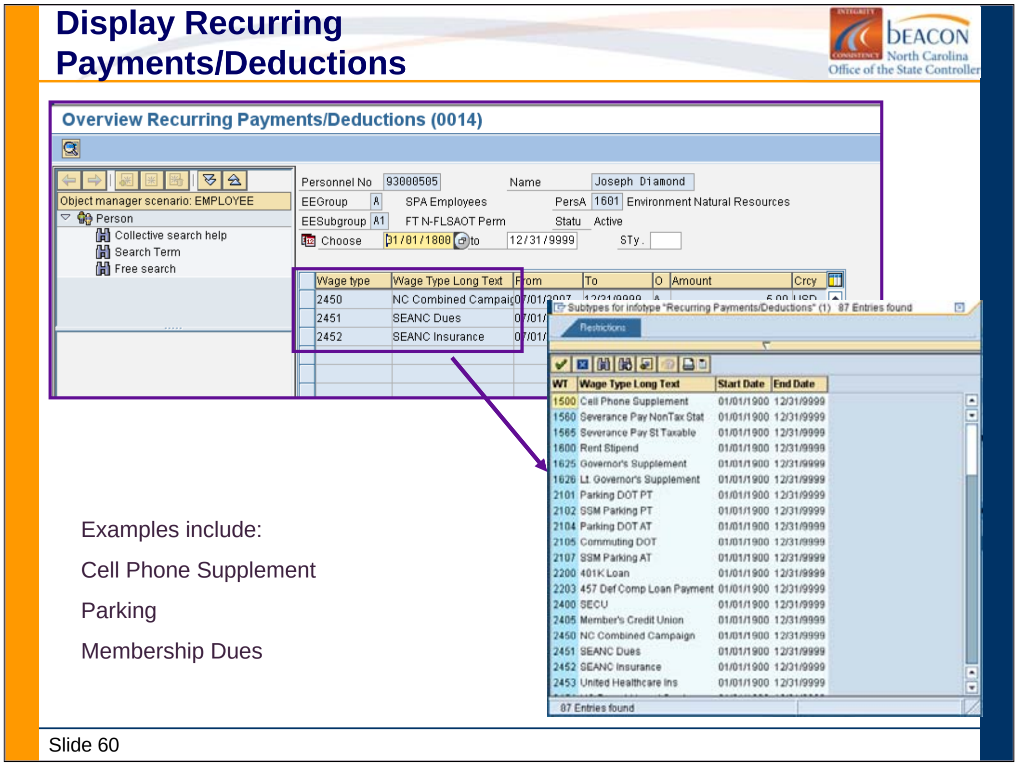


To display more information for an individual record, select record and click Display icon.

Slide 59

Notes:

To display a list of Recurring Payments/Deductions for an employee, click the **Overview** icon. Notice the list includes “From” and “To” dates for each infotype. To view an individual record, select the record row, and then click the **Display** icon.



Notes:

State of NC, uses several subtypes to categorize recurring payments/deductions.

Agency deductions and supplements that will use this infotype are:

- Cell Phone Supplement
- Management of Personal Use of State Owned Vehicles
- Combined Contributions
- Agency Specific Insurance

Instructor Demonstration # 3.2

- Display Recurring Payments/Deductions - IT0014
  - Joseph Jackson called to inquire about a recurring deduction that exists on his pay statement. Using Joseph's HR master data record, research his recurring payments/deductions so that you may return his call.
  - INFORMATION (most often obtained):
    - Personnel No

Slide 61

Notes:

Execute online help for this infotype and use those instructions to follow along with the demo.

Use the search feature so you can continue to get familiar with searching.

Joseph Jackson – 70135838

Exercise # 3.2

- Display Recurring Payments/Deductions – PA20

Slide 62

Notes:

Exercise 3.2: Display Recurring Payments/Deductions

Scenario: Joseph Jackson called to inquire about a recurring deduction that exist on his pay stub. Using Joseph's HR master data record, research his recurring payments/deductions so that you may return his call.

Work Instruction #: PA20 IT0014 Display Recurring Payments/Deductions

Questions/Results:

1. How many recurring deductions/payments exist for Joseph Jackson? ___________________________

2. List each recurring deduction, ending date, and amount.

Display Additional Payments

- The type of additional payments will be determined by the type of employee.
- It is a ***one-time*** payment:
  - Only happens in the pay period associated with the date of origin on the infotype record
- Examples:
  - Incentive Award
  - Court Settlement - Payments

Slide 63

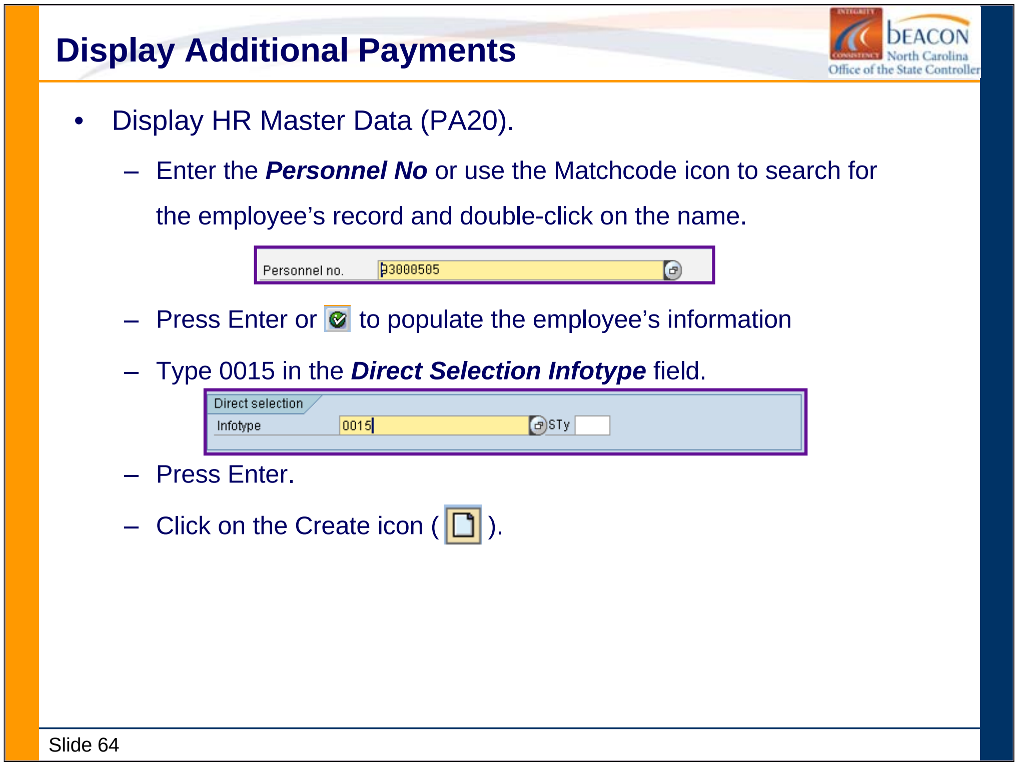
Notes:

This infotype will be used when any action needs to occur related to a lump sum, one-time payment to an employee.

A payment that is entered for a pay period that has already run will trigger a retro-calculation.

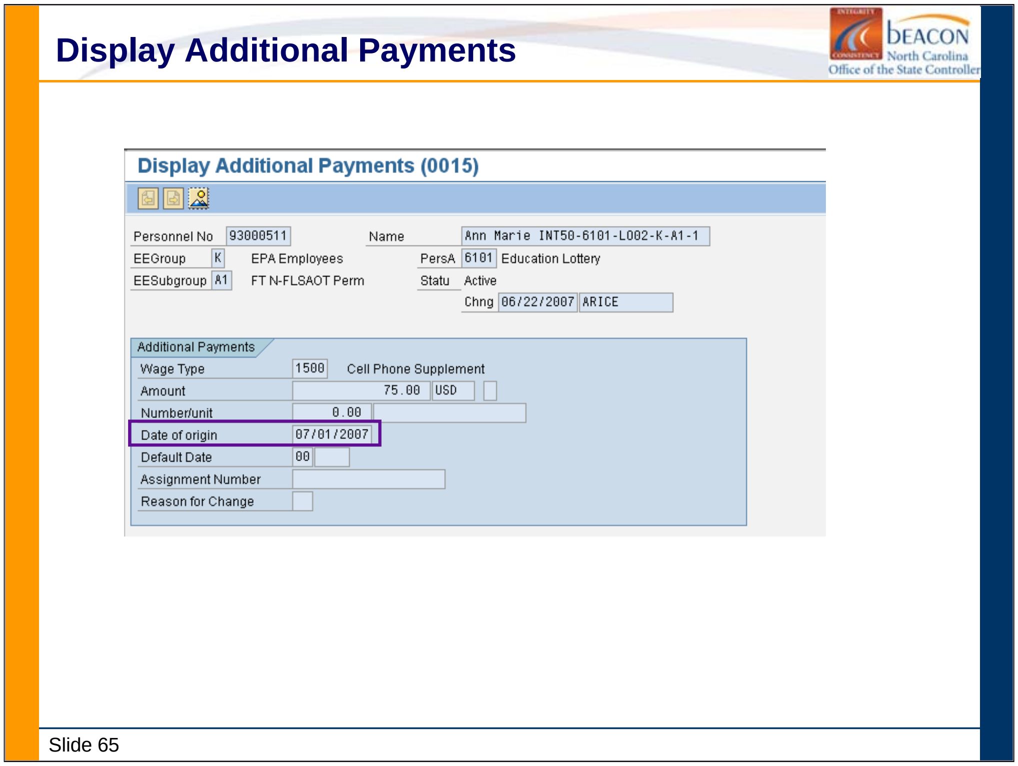
Example:

An additional payment for an exempt monthly person is entered on March 31st. March’s pay is recalculated to include the additional payment. The difference will be paid on the April check.



Notes:

There are several ways to view an employee's additional payments. Use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Additional Payments in the Infotype text box, then the employee has an active record. If no green check mark exists, then there isn't an active record for that employee.



Notes:

The Date of origin field is extremely important. The date entered in this field lets the system know in which payroll run to include the payment. Please reference the payroll schedule for both monthly and bi-weekly payroll schedules. The amount will be included with the normal check for the pay period.

These infotype records will be created by others such as BEST Shared Services or Payroll Administrators.

The only Agency deductions and supplements that will use this infotype are Relocation Pay. All documentation for relocation pay must be forwarded to BEST Shared Services. Best Shared Services will be responsible for creating this employee deduction.

Relocation Pay

- Relocation Pay reimbursement is determined on an agency per person basis.
- Employee expenses should be determined to be taxable/nontaxable and reimbursable/non-reimbursable.
- Use forms OSCPXA05 for Non Taxable Relocation and OSCPXA11 for a Taxable Relocation.
- All documentation must be sent to BEST Shared Services.
- DOT will continue to use SAP's Travel Management to submit relocation expenses.
- Use infotype 0015 Additional Payments.

Slide 66

Notes:

The State of NC pays for relocation expenses in certain instances. These expenses are recorded by the different agencies. A determination is made as to which employee expenses are taxable/nontaxable and reimbursable/non-reimbursable. All necessary documentation is sent to BEST Shared Services for payment and/or tracking of non-taxable W-2 information.

Employment reimbursement for relocation is processed in two ways. The first way is for the agency payroll to submit for payment reimbursable expenses incurred by the employee to BEST Shared Services. Then these expenses are paid on the next schedule payroll run.

The second way is when there are relocation expenses when the employee is not due reimbursement. This type of expense would include payments to third party vendors such as a moving company. A determination is also made as to which portions of these expenses are taxable.

All documentation will be sent to BEST Shared Services for creation of Infotype 0015 based upon taxation and reimbursement.

The above process applies to all agencies except the Department of Transportation. Department of Transportation will continue to use SAP's Travel Management module for all travel and relocation expenses.

Instructor Demonstration #3.3

- Display Additional Payments - IT0015
  - Anne Marie Wilson received $75.00 extra dollars in her pay. She has called the agency HR/Payroll office to ask why the additional funds appeared on her pay statement.
  - INFORMATION (most often obtained):
    - Personnel No
    - Wage Type
    - Date
    - Amount

Slide 67

Notes:

Exercise #3.3

- Display Additional Payments – IT0015

In this scenario, assume you need to add the appropriate infotype for an incentive award.

Slide 68

Notes:

Exercise 3.3: Display Additional Payments IT0015

Scenario: Anne Marie Wilson received $75.00 extra dollars in her pay. She has called the agency HR/Payroll office to ask why the additional funds appeared on her pay statement.

Work Instruction #: PA20 IT0015 Display Additional Payments

Questions/Results:

1. What is the reason for the additional $75.00 that Anne Marie has received in her pay? ________________________
2. How long will she receive this amount? _________________

Lesson Review

In this lesson, you learned to:

- Display Employee Bank Details (IT 0009)
- Display Recurring Payments/Deductions (IT 0014)
  - Agency-specific deductions and supplements
  - Cell Phone Supplement
  - Combined Campaign
  - Personal Use of State Vehicles
- Display Additional Payments (IT 0015)
  - Relocation Pay

Slide 69

Notes:

Course Map

BEACON North Carolina Office of the State Controller

- Lesson 1: Payroll Processing
- Lesson 2: SAP Payroll Basics
- Lesson 3: Agency Payroll Display
- **Lesson 4: Payroll Reports**
- Lesson 5: Payroll for Agencies Review

Slide 70

Notes:

The fourth lesson of this course will cover important payroll reports used to view technical, employee, and department information.

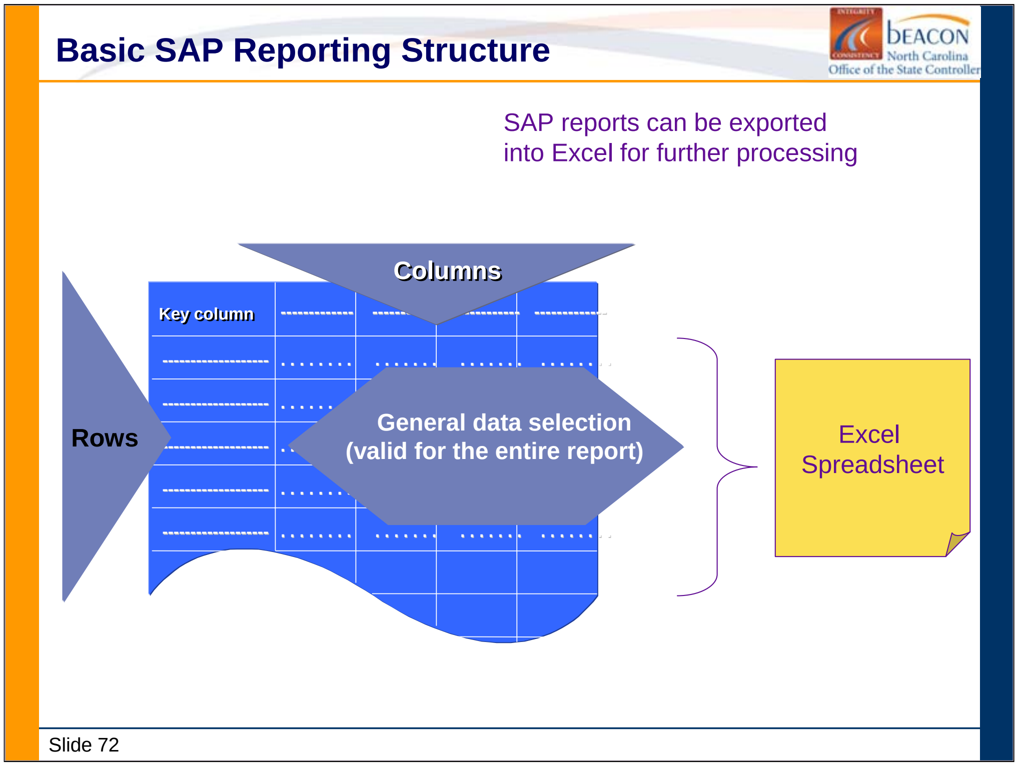
Lesson Objectives

Upon completion of this lesson, you should be able to:

- Describe SAP report types and features.
- Display and understand the following SAP reports:
  - Display Payroll Results PC_PAYRESULT
  - Display and print Remuneration Statements
    ZPYR001 (mass printing)
    PC00_M99_HRF (individual or small group printing)
  - Display the Wage Type Reporter S_PH9_46000172
  - Define the Payroll Journal PC00_M10_CLJN

Slide 71

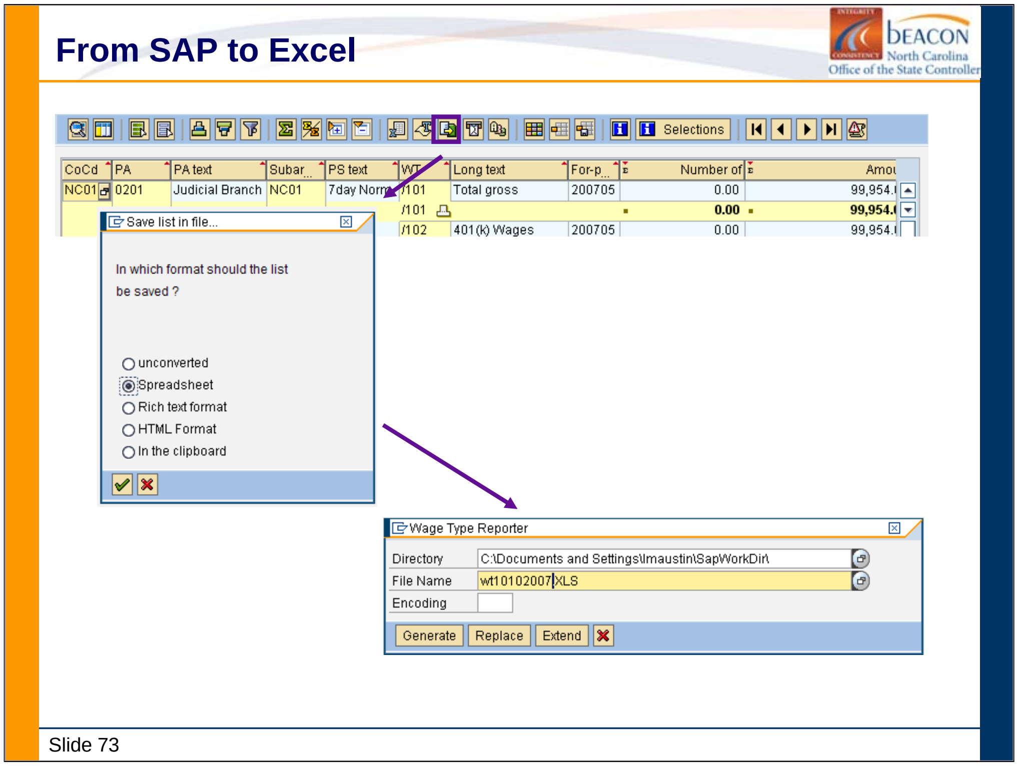
Notes:



Notes:

Line-item reports are the typical format for the output of list-display transactions, which generate lists of related objects. They are also found on the initial output screens of some create, display, and change transactions within many Human Resources transactions.

Each row in a line-item report displays the data about a single object, such as an employee. The data are arrayed in columns, which are capped by headers that identify the data. The rows are usually organized vertically by default according to the contents of the first column.



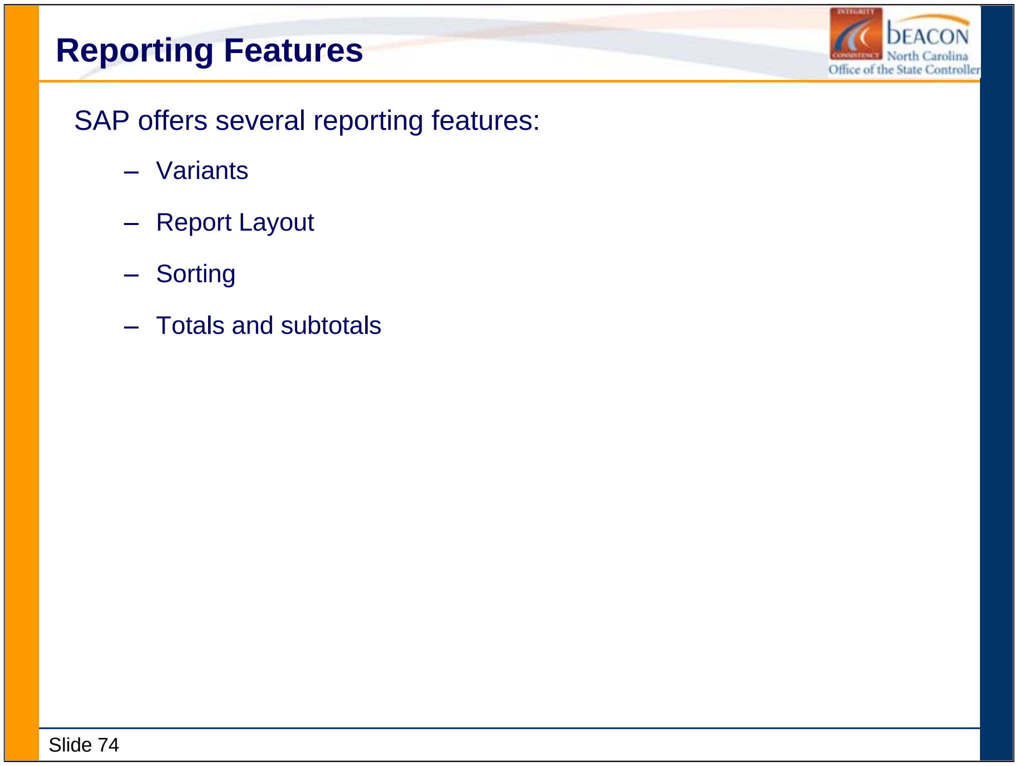
Notes:

Most reports can be exported to excel for data manipulation.

Depending upon the report, use one of the following methods to export the report.

- Follow the menu path **System > List > Save > Local file**.
- Follow the menu path **List > Export > Spreadsheet** (Excel).
- Click the Local File icon (as seen above).

The next step will be naming the file and placing in the appropriate file location.



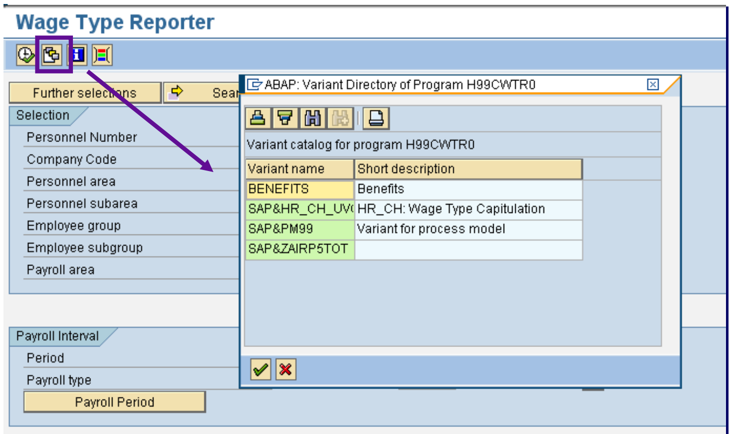
Notes:

Reporting Tips:

- The more selection criteria used, the smaller the data pool that will be included in the report.
- If you are unsure how long it will take the report to run, open a 2nd SAP session.
- Don't forget that if a report is stuck, use the Stop Transaction feature to end the report.

Report Variants

- **Report variants** provide a way for storing pre-defined selection criteria for later report execution.

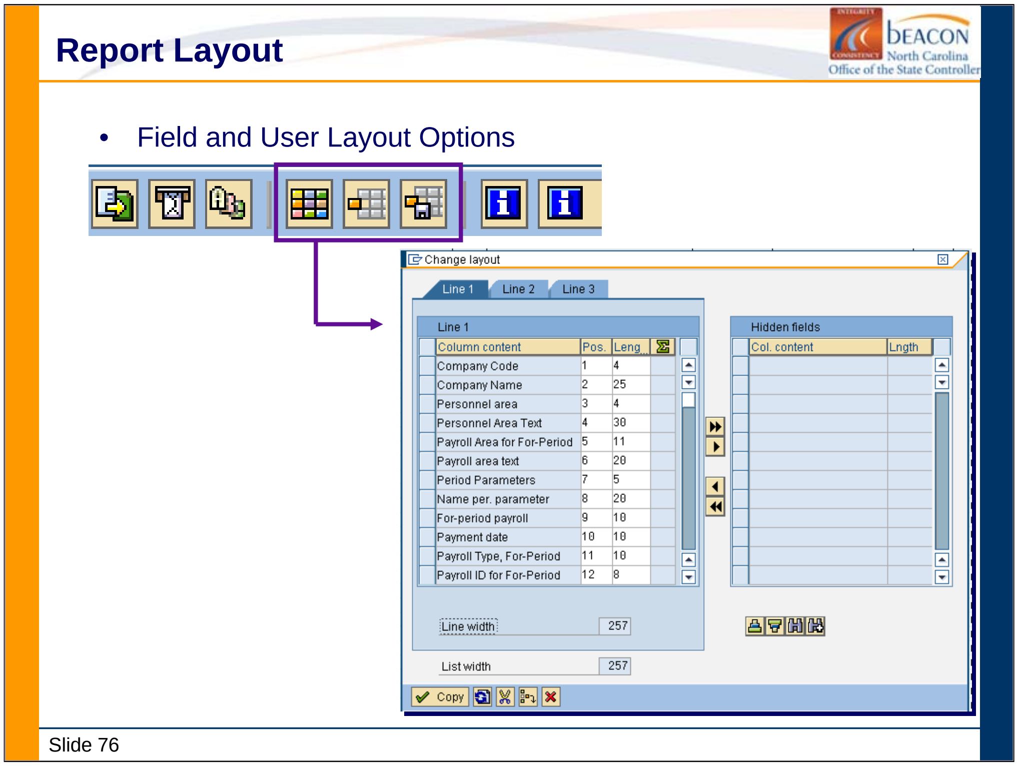


Slide 75

Notes:

If you often run the same program with the same set of selections (for example, to create a monthly statistical report), you can save the values in a selection set called a **variant**.

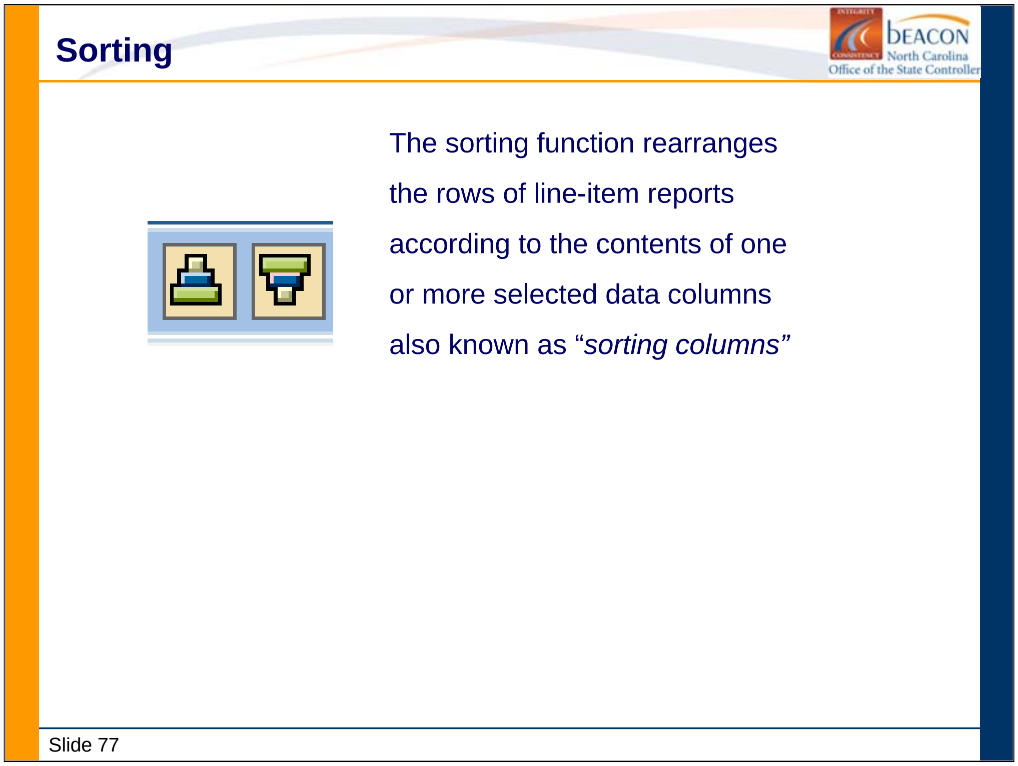
- Each report can have multiple variants.
- Variants are report-specific.
- Reports that run in Background require variants.



Notes:

After executing, a list display is created that shows the documents in sequence and possibly grouped.

- Filters or sorting can change the arrangement (if available).
- Screen display can be customized on some reports.
- Fields can be added or removed to show appropriate data.



Notes:

You can arrange these rows in either alphanumerical (i.e., A to Z, or 1 – 1000) or reverse alphanumerical order in one of two ways. The first method makes use of the Sort Ascending and Sort Descending.

Single-Column Sort of a Line-Item Report

- *Step 1.* Click the header of the sort column to select it.
- *Step 2.* Click the Sort descending or Sort ascending button.

When sorting using multiple columns, the first or left-most column becomes the primary sorting column, the second left-most column becomes the secondary sorting columns, and so on.

Multiple-Column Sort of a Line-Item Report

- *Step 1*. Click-and-drag across the headers of the sorting columns (if they are next to one another) to select and highlight them.

  OR
- Press and hold the **CTRL KEY** on your keyboard, click the primary sorting column first, the secondary column second, and so on, then release the **CTRL KEY.**

- *Step 2*. Click the Sort ascending or Sort ascending button.

Creating Totals and Subtotals

- Totals can be created for numeric fields, such as net value or quantity, by selecting the column and clicking the "Total" button (if available).
- If a total has been created for a column, create subtotals by clicking the "Subtotals" button (if available).
- The total and subtotals for more than one column can be displayed at the same time.
- It is possible to display only the lines (rows) with totals by clicking the dots in front of the totals.

Slide 78

Notes:

Payroll Specific Reports

- The following represents the SAP Payroll Specific reports covered in this course:
  - Payroll Results PC_PAYRESULT
  - Remuneration Statements PC00_M10_HRF & ZPYR001
  - Off-Cycle Workbench – Payroll History PUOC_10
  - Wage Type Reporter S_PH9_49000172
  - Payroll Journal PC00_M10_CLJN

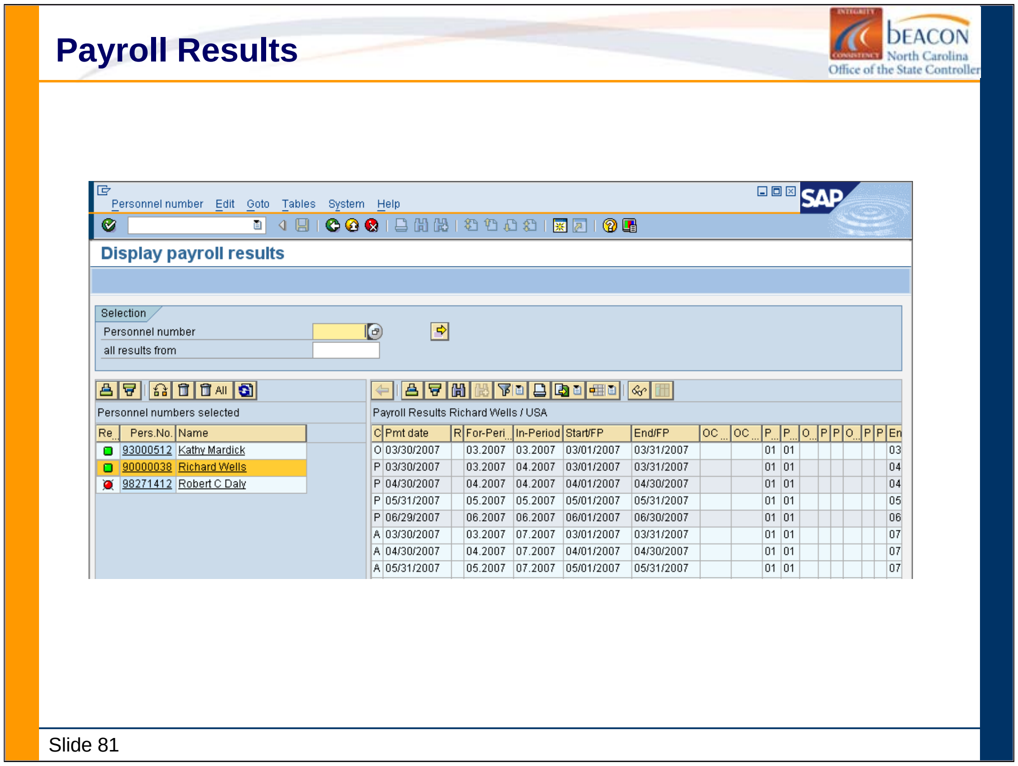
Slide 79

Notes:

Notes:

The SAP Payroll system allows different views of payroll reports. These are described in detail on the following pages.

Let's start with the explanation of the "technical view" or high level report.



Notes:

Payroll Results - PC_PAYRESULT

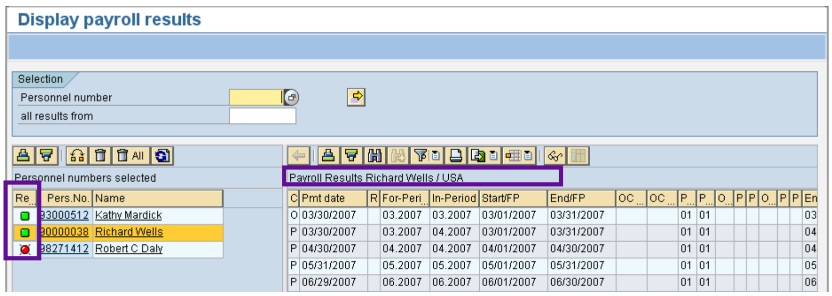
This is a technical report that displays what payroll was processed. This report can be used to display payroll results for one or more employees.

The payroll results initial screen is divided into two task pane windows. The left pane displays the selected personnel numbers and employee’s name. The right pane displays the different payroll results. The most current payroll period will be highlighted.

You can view results on each employee by selecting that employee.

Payroll Results

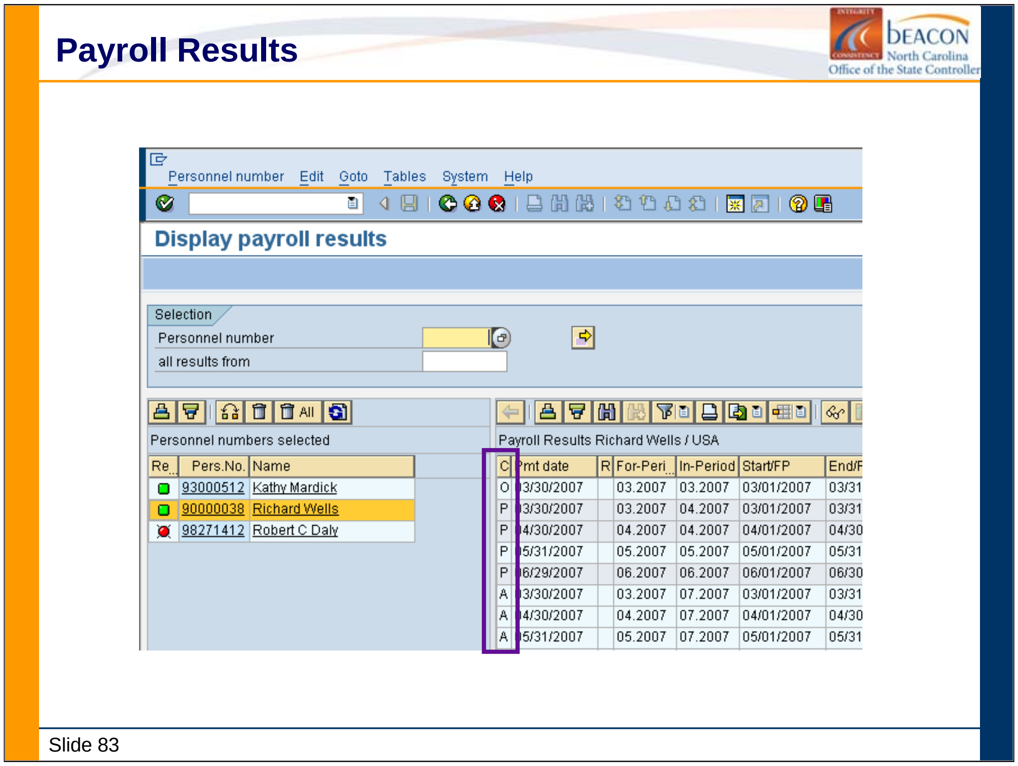
- The symbol in the Results column shows if there are results for the selected period.
  - Results exist (green filled square)
  - No results exist (red filled circle)
  - You have no authorization to display the results (grey filled diamond)



Slide 82

Notes:

When toggling between employees, be sure to verify the employee name on the left task pane to ensure you are viewing the correct employee's pay results.

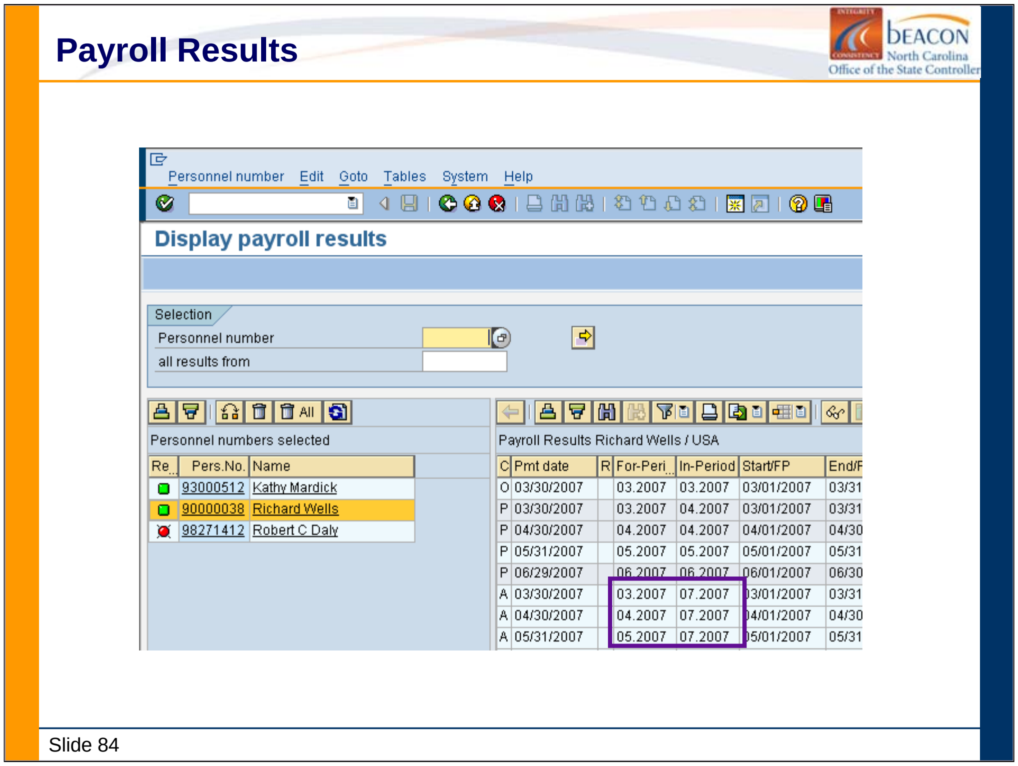


Notes:

Click on employee name listed on left to view a list of payroll results on the right. Each payroll result presented on the right is coded with a status that indicates whether the payroll record is old or current.

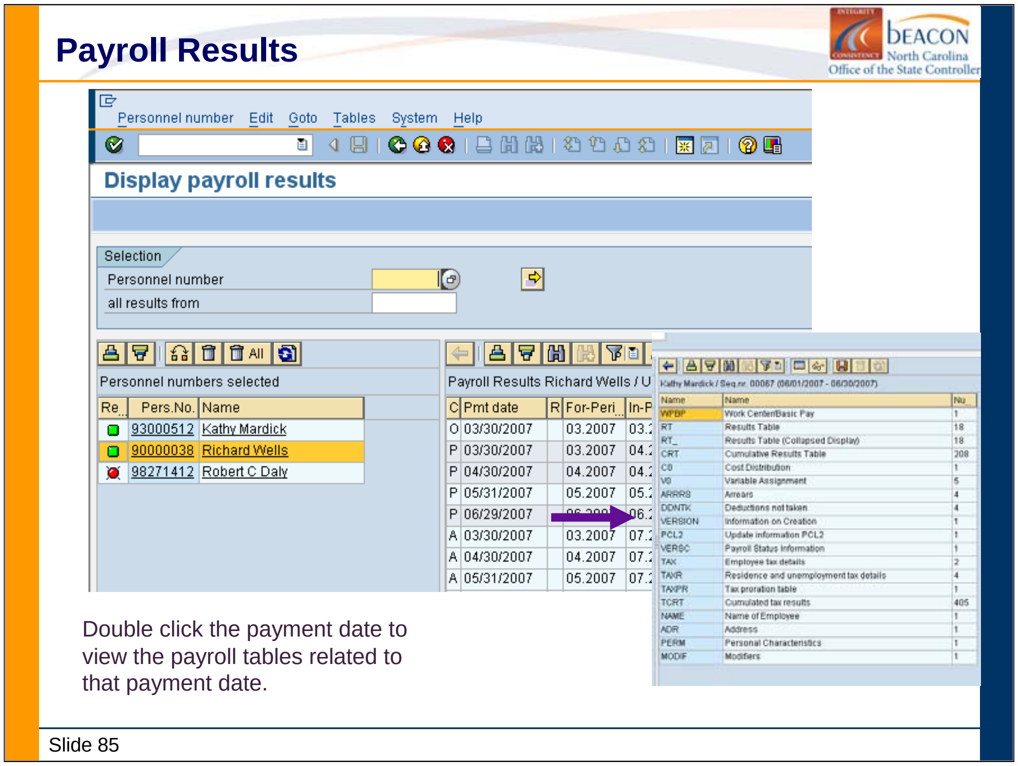
Status Indicators:

- A – Used for a payroll result generated by the last payroll run. The result is current (actual result of current payroll).
- P - Used when a payroll result has been replaced by a new record during a retroactive accounting run. It then becomes the predecessor of the current record (prior or previous result).
- O – Used when it has been replaced by at least two retroactive accounting runs; that is, the record is no longer current, nor is it the predecessor of the current record (old result).



Notes:

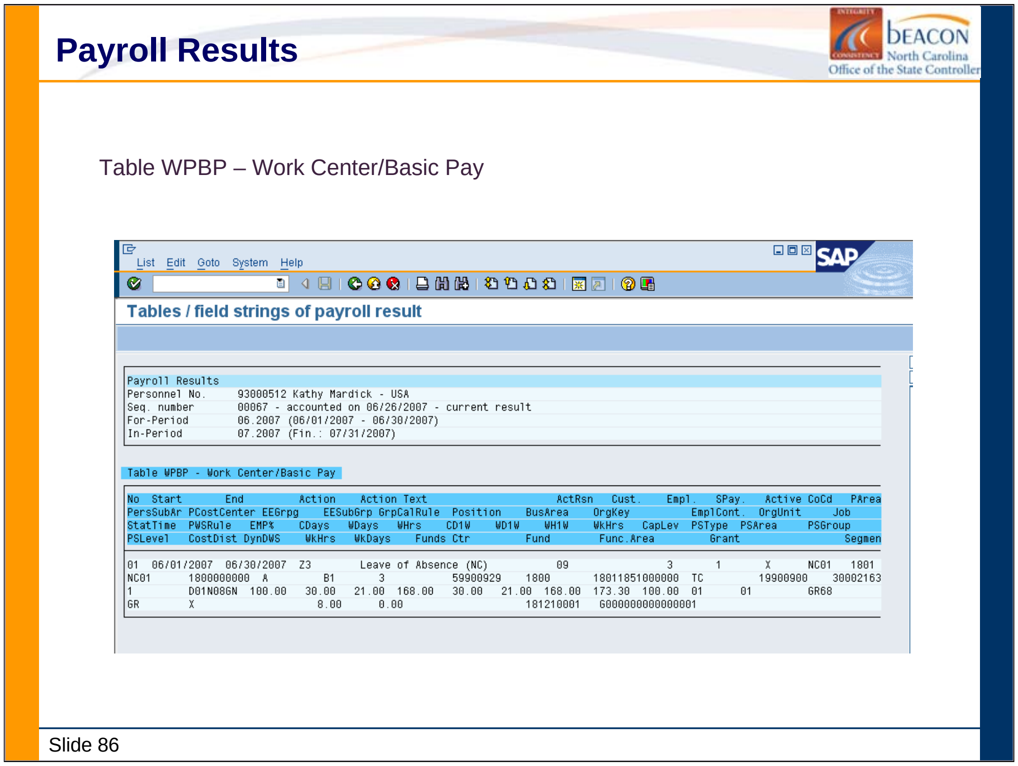
When different dates exist for the for-period and in-period fields, a retro-calculation has occurred. A retro-calculation indicates that a change has occurred in a pay period in which a previous result already existed.



Several payroll tables could exist for a payroll result. The common tables that will be discussed in this class are:

- WPBP – Work Center/Basic Pay
- RT – Results Table or RT_ - Results Table (Collapsed Display)
- ARRRS – Arrears
- DDNTK – Deductions Not Taken

Notes:



Notes:

This table is created due to the following infotypes:

- 0001 – Organization Assignment
- 0007 – Work Schedule
- 0008 – Basic Pay (Earnings)

173.33 = Target Hours
(2080 / 12 = Average Monthly Hours Worked)

Planned Hours

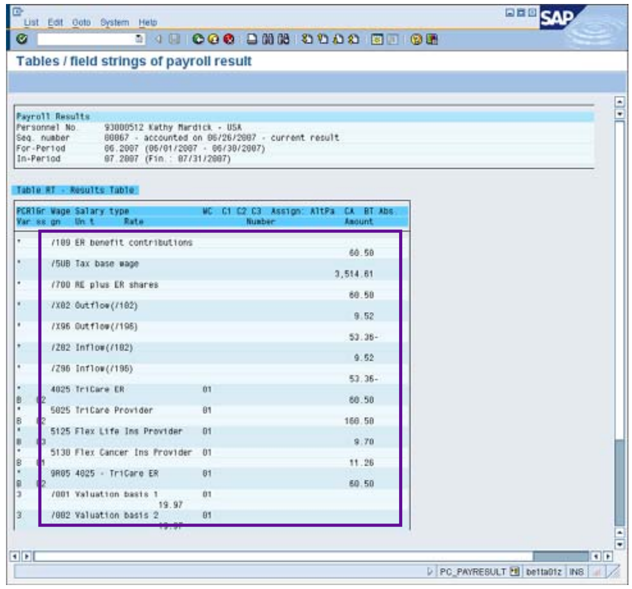
- CDays = Calendar Days
- WDays = Work Days
- WHrs = Work Hours

Actually Worked

- CD1W = Calendar Days
- WD1W = Work Days
- WH1W = Work Hours

Payroll Results

Table RT – Results Table



Slide 87

Notes:

The Results table is where the final payroll results are stored. This table represents technical wage types that are generated during the payroll process.

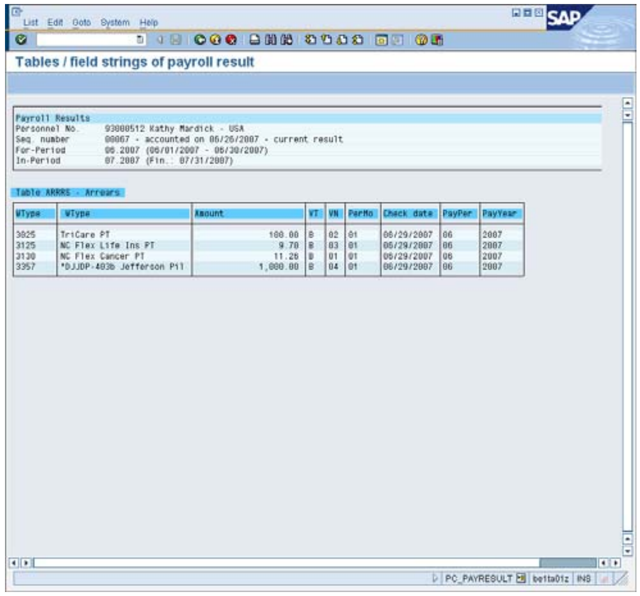
The RT (Results table) has two different views: expanded and collapsed. They both have the same data but with a different view of displaying the data.

This table will list all of the various technical wage types used to process payroll with amounts.

Wage type */101* represents Gross Pay, *1000* – Regular Pay, *1100* – Salaried/Hourly Pay, *1200* – Regular Hours, */559* - Net Pay

Payroll Results

Table ARRRS - Arrears



Slide 88

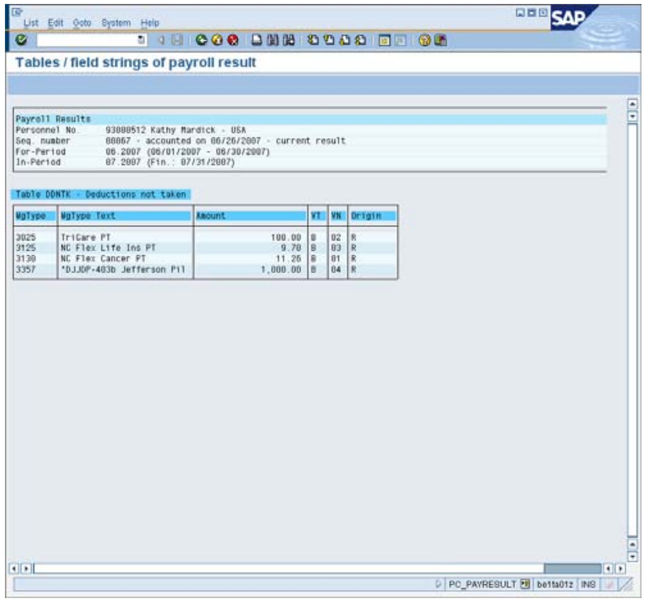
Notes:

The ARRRS Table, also known as the arrears table, contains the deductions that are carried over to the next payroll period. When circumstances arise and there is insufficient net pay to deduct all the mandatory and voluntary payroll deductions, the system will determine how to handle deductions based upon configuration. If a deduction is marked for arrears, the non-deducted amount of the wage type will be stored in the ARRRS table and recovered in the next payroll cycle if possible.

Currently arrears processing is only used for the State Health Plan.

Payroll Result

Table DDNTK – Deductions Not Taken



Slide 89

Notes:

The DDNTK table, also known as the Deductions Not Taken table, contains the deductions not taken during the current payroll.

For regular deductions that do not display in the ARRRS (Arrears) table but display in the DDNTK (Deductions Not Taken) table, the employee should contact the provider directly to submit missed payments.

Instructor Demonstration # 4.1

- Display Payroll Results – PC_PAYRESULT
  - Use PC_PAYRESULT to display payroll results for Kathy Mardick, Robert Wells, and Robert Daly.

Slide 90

Notes:

1. Type PC_PAYRESULT in the command field.
2. Select the Personnel # Multiple Selection button.
3. In the first Single Selection field, click on the Match Code button.
4. Search for the Mardick* by clicking on the Start Search button.
5. Select Kathy Mardick from the list and select the copy button.
6. In the second Single Selection field, click on the Match Code button.
7. Search for Last Name Wells*, First Name Robert* by clicking on the Start Search button.
8. Select Robert Wells from the list and select the copy button.
9. In the third Single Selection field, click on the Match Code button.
10. Search for Daly* by clicking on the Start Search button.
11. Select Robert Daly employee #70163260 from the list and select the copy button.
12. Press the EXECUTE button to populate the Personnel Selected field with the three employees names and numbers.
13. Select Kathy Mardick from the list on the left side of the screen. Kathy's Payroll Results information will display on the right.
14. Select the row (Pmt date 01/31/07) and click on the Display Overview button.
15. Select the WPBP Table row and click on the Display Contents button.
16. Press the back arrow to go back one screen.
17. Select the RT Table row and click on the Display Contents button.
18. Press the back arrow to go back one screen.

Exercise # 4.1

- Display Payroll Results – PC_PAYRESULT

In this scenario, assume you need to display payroll results for Kathy Mardick, Robert Wells, and Robert Daly.

.

Slide 91

Notes:

Exercise 4.1: Payroll Results – PC_PAYRESULT

Scenario: You need to view the pay results for Kathy Mardick, Robert Wells, and Robert Daly and answer the following questions below.

Work Instruction: Payroll Results – PC_PAYRESULT

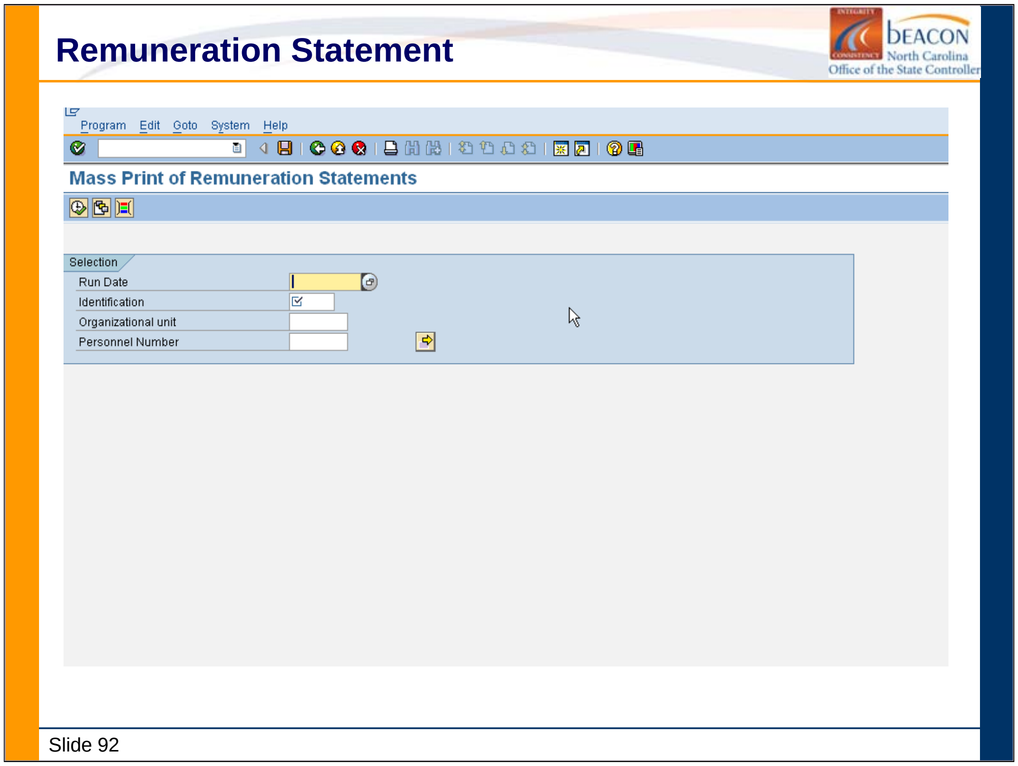
Questions/Results:

1. Which employee does not have any payroll results?

   ____

2. Display Kathy Mardick's actual 01 pay period 01/31/2007 RT table. How much was her total gross wages?

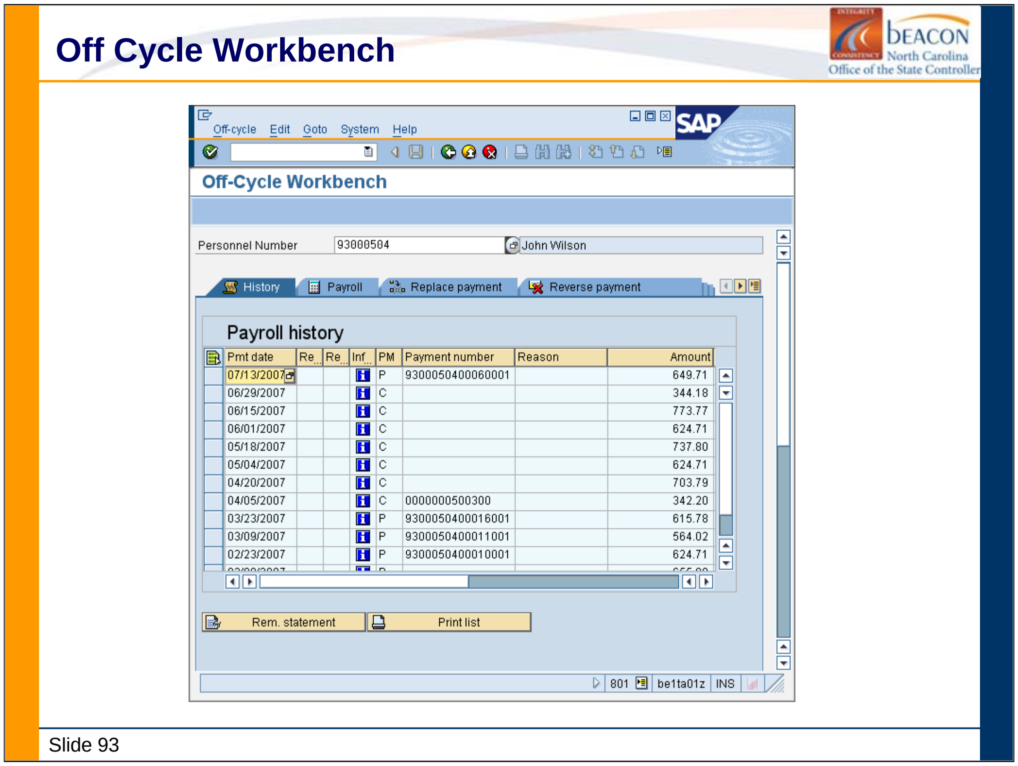
   ____



Notes:

ZPYR001 Mass printing

1. Select the run date from the drop down.
2. The ID field will default from the run date selected.
3. Select your org unit and personnel number ranges.
4. Save this as a variant.



Notes:

The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the most important information on the employee's payroll results.

Payments that you have replaced with a check and payroll results that you have reversed are indicated.

To see more detailed information, you can display the rem statement for each payroll result by highlighting an individual row and clicking the Rem statement button.

For payments, you can display the following information:

- Check number, house bank and company account
- In the case of replaced payments - which payment was replaced by which check
- In the case of reversed payroll results - the reason for reversal and the administrator who carried out the reversal

Instructor Demonstration # 4.2

- Off-Cycle Workbench – History - PUOC_10
  - Garry Marshall has called regarding several pay statements he doesn't understand.

Slide 94

Notes:

1. Type PUOC_10 in the Command field.
2. Search for Garry Marshall using the matchcode and click the copy button. Press ENTER to populate the Work Bench Header with Gary's information.
3. Select the row with Garry's 01/31/2007 pay statement information.
4. Click on the Rem. Statement button. Garry's payment statement will display.
5. Click on the back arrow.
6. Click on the Print List button. The Payroll History screen will display.
7. Click on the back arrow.

Exercise # 4.2

- Off-Cycle Workbench – History – PUOC_10
- PUOC_10

Garry Marshall has called regarding several pay statements he doesn't understand.

Slide 95

Notes:

Exercise 4.2: Off-Cycle Workbench – History – PUOC_10

Scenario: Garry Marshall has called regarding several pay statements he doesn't understand.

Work Instruction: Off-Cycle Workbench - History

Questions/Results:

Display Garry's 01/31/2007 pay statement.

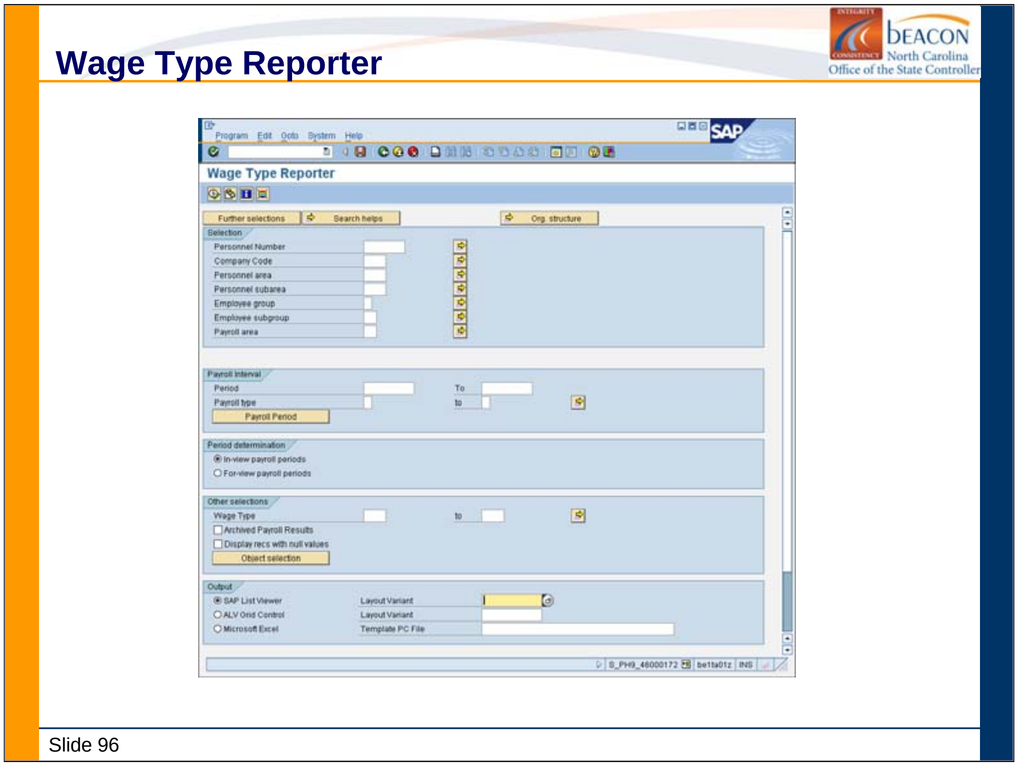
1. What is the net pay on this statement? ____________________

2. What is the total deductions? ____________________________

3. Using the print list feature what payroll period does the 01/31/2007 cover? _______________

   How was he paid, direct deposit or check?

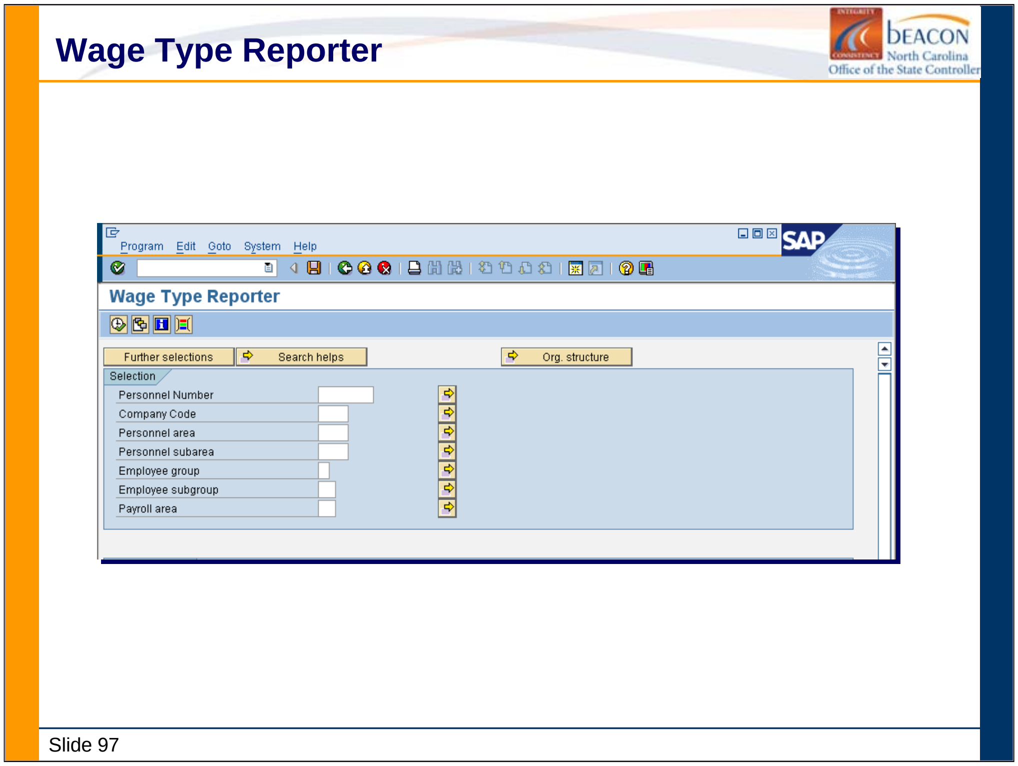
   ____



Notes:

The wage type reporter tool is a flexible tool for wage type calculation. You can display wage types for a specific period with in-period and for-period views. The evaluation can be formatted using the list viewer and exported to an Excel file.

- Use Wage Type Reporter to evaluate wage types from payroll results for a selected period
- Also evaluates basic enterprise and employee master data
- Can compare previous periods and output differences
- Limitations
  - Cannot output most master data on an employee
  - Cannot output YTD totals
  - Cannot output tax totals

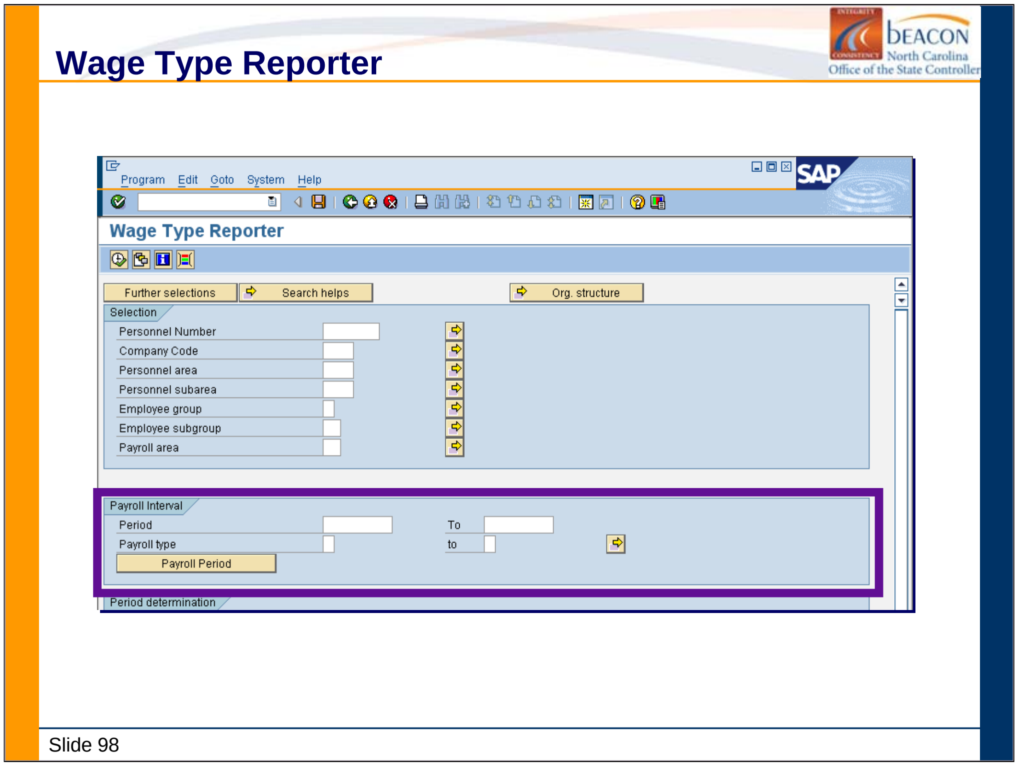


Notes:

The standard selection fields for this report are in the Selection group. You must complete at least one selection area in order for this report to run successfully.

This evaluation report can be executed for the following:

- A single employee
- A group of employees
- Agency (Personnel area)
- For a selected period
- For a specific payroll run (i.e. regular, off-cycle)
- Compare a regular payroll run with another payroll run
- Overview of wage types for an in-period view or a for-period view
- Read and evaluate archived payroll results

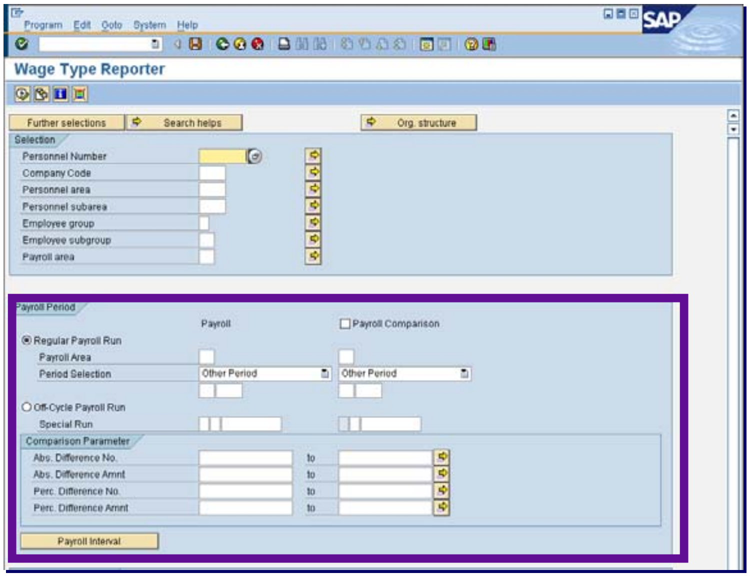


Notes:

Choose the date range using payroll period(s) for desired results. You may choose to enter a payroll type to run. For a regular payroll run, leave blank. For off-cycle payroll run, enter A for Bonus payment, B for Correction run, or C for Manual Check.

By using the Payroll Period button, you can enter a specific payroll period to view. You must enter the payroll period number and year. You can also choose an Off-cycle payroll by filling in the required criteria.

Wage Type Reporter

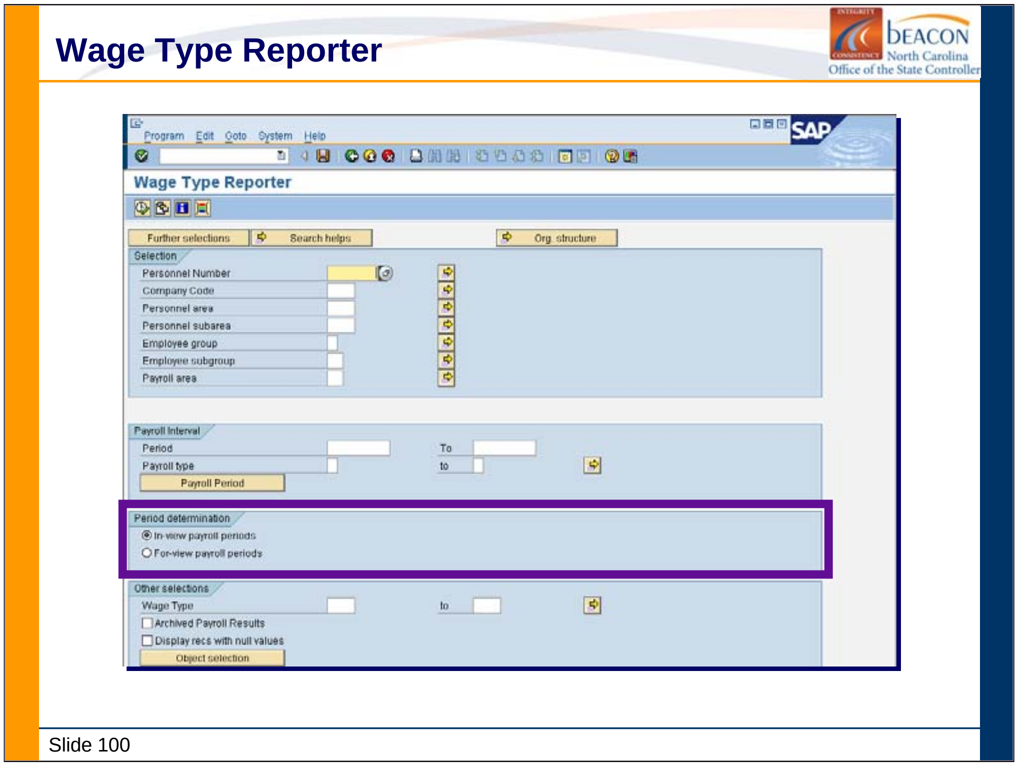


Slide 99

Notes:

If you choose to run the report by a regular Payroll run, you must enter the Payroll Area, payroll period and year. You can also compare one pay period to another pay period by selecting the comparison payroll checkbox and filling in the Payroll Area, Payroll Period and year as well.

If you desire to run the report to capture an off-cycle payroll, you must select the Off-Cycle Payroll Run. In the Special Run field, you must type the payroll type and the payment date of the off-cycle payroll.



Notes:

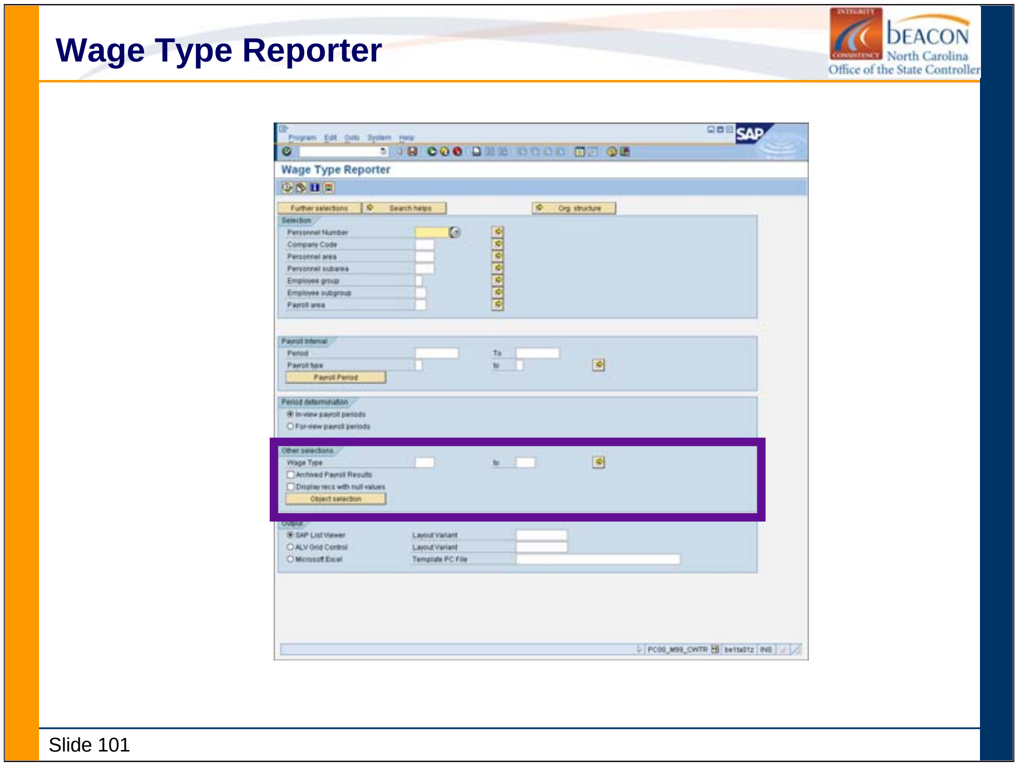
This section will be relevant to the dates that you have selected in the Payroll interval fields.

In-view payroll periods: Payroll period (i.e. start and end date of a period) ***in*** which a payroll result is created

For-view payroll periods: Payroll period (i.e. start and end date of a period) ***for*** which a payroll result is created

Example:

If you have selected a payroll interval of 01/01/2007 – 03/31/2007, the system will display all payroll results created IN this period, according to the payroll type you specified. A payroll run IN February 2007 FOR December 2006 would be included in the example, however, a payroll run IN May 2007 FOR February 2007 would not.



Notes:

You must specify a wage type in order to run this report.

If you desire to run more than one wage type, you can select the multiple selection icon and list the different wage types.

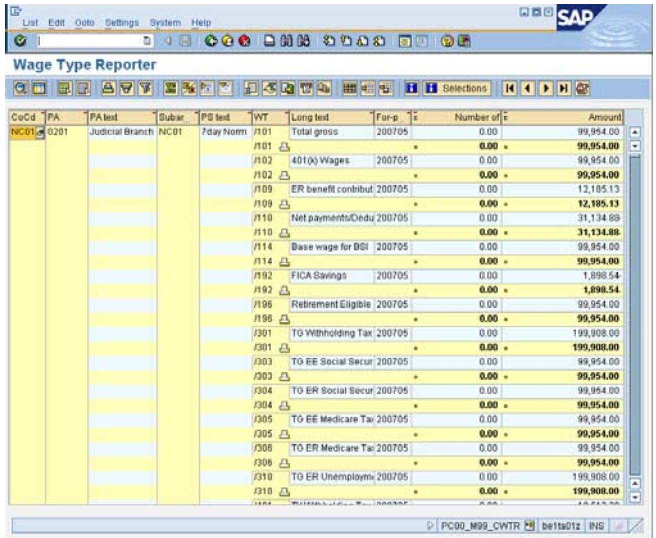
You can choose the Object selection button to specify which columns should display in the output list and which objects should be hidden.

Common wage types are:

- /101 – Gross Pay
- 1000 – Regular Pay
- 1100 – Salaried/Hourly Pay
- 1200 – Regular Hours

Note: When choosing the Personnel number field, the employee's name and personnel number will be displayed on the report.

Wage Type Reporter



CoCd	PA	PA text	Subar	PS text	WT	Long text	For-p	Number of	Amount
NC01	0201	Judicial Branch	NC01	7day Norm	/101	Total gross	200705	0.00	99,954.00
					/101			0.00	99,954.00
					/102	401(k) Wages	200705	0.00	99,954.00
					/102			0.00	99,954.00
					/109	ER benefit contribut	200705	0.00	12,185.13
					/109			0.00	12,185.13
					/110	Net payments/Dedu	200705	0.00	31,134.88
					/110			0.00	31,134.88
					/114	Base wage for BSI	200705	0.00	99,954.00
					/114			0.00	99,954.00
					/192	FICA Savings	200705	0.00	1,898.54
					/192			0.00	1,898.54
					/196	Retirement Eligible	200705	0.00	99,954.00
					/196			0.00	99,954.00
					/301	TG Withholding Tax	200705	0.00	199,908.00
					/301			0.00	199,908.00
					/303	TG EE Social Secur	200705	0.00	99,954.00
					/303			0.00	99,954.00
					/304	TG ER Social Secur	200705	0.00	99,954.00
					/304			0.00	99,954.00
					/305	TG EE Medicare Ta	200705	0.00	99,954.00
					/305			0.00	99,954.00
					/306	TG ER Medicare Ta	200705	0.00	99,954.00
					/306			0.00	99,954.00
					/310	TG ER Unemploym	200705	0.00	199,908.00
					/310			0.00	199,908.00

Slide 102

Notes:

This report allows for the following outputs:

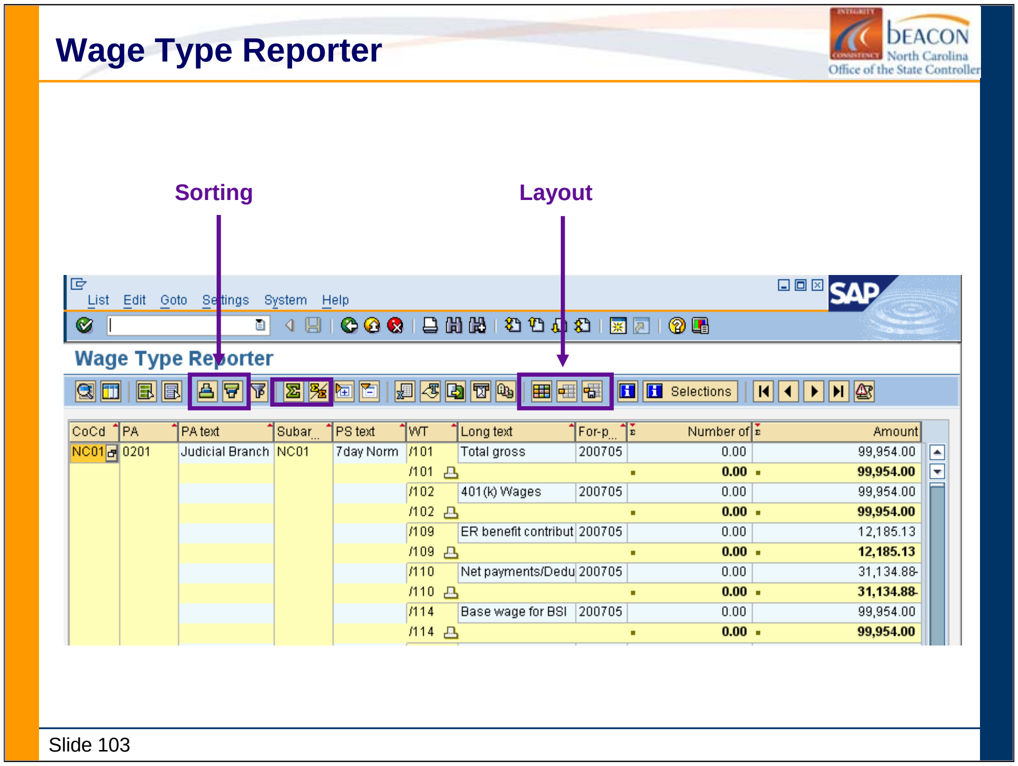
The SAP List Viewer enables:

- The use of pre-defined SAP standard and custom created display variants
- Sorting of data
- Filtering of data
- Totals and subtotals

The ALV Grid Control enables:

- use of predefined SAP standard layouts
- creation of layouts
- carry out sorts
- sorting column value lines in ascending or descending order
- setting filters
- displaying lines that fulfill certain criteria
- creation of totals and subtotals

Using the Microsoft Excel output will download the onscreen view of information to an Excel Spreadsheet.



Notes:

The report is now displayed for viewing, printing, or downloading. You can hide some of the columns by clicking on the Change layout icon.

You can select as many options as you desire to hide. The columns listed in the Hidden fields table will not be displayed in your report. You can save this display layout to be recalled each time you run this report. This will eliminate you having to hide columns each time you run this report.

The report displayed above was created using the custom variant, HR_CH: Wage Type Capitulation Variant. Using this variant will automatically create totals and subtotals. If your report is similar to the view above, the variant wasn't used.

Instructor Demonstration # 4.3

- Wage Type Reporter – S_PH9_46000172
  - Run the Wage Type Reporter to answer agency specific questions.

Slide 104

Notes:

1. Be sure to use variant explaining the variant is sorting and grouping report information as well as totaling and subtotaling data.
2. Type S_PH9_46000172 in the command field.
3. Click on the Get Variant button.
4. Select variant: HR_CH:Wage Type Capitulation.
5. Personnel Area field: 1801 - Juvenile Justice Delinquency.
6. Payroll Area: 01 (Monthly) (Note: Type 01 in the Payroll Period portion of the screen).
7. Period Selection: Select Other Period, Type 01 2007 in the Payroll Period and Payroll Year fields.
8. Click on the Execute button to run the report.

Note: If time permits, it might be helpful to demo this report with and without choosing the variant.

Exercise # 4.3

- Wage Type Reporter – S_PH9_46000172

In this scenario, assume you want need to run wage type reporter to answer agency specific questions.

Slide 105

Exercise 4.3: Wage Type Reporter – S_PH9_46000172

Scenario: Run the Wage Type Reporter using the HR_CH: Wage Type Capitulation Variant, Personnel Area 1801, Payroll Area 01, and Pay Period 01 2007.

Work Instruction: Wage Type Reporter – S_PH9_46000172

Questions:

1. What is the total wage type calculation for the Juvenile Justice Delinquency (PA 1801)?

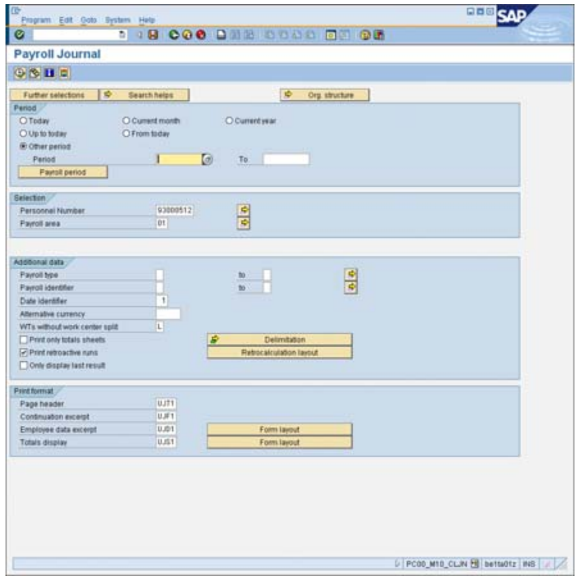
   ____

2. What is the total amount of wage type 1000 (Regular Salary), personnel subarea NC01(7 day Norm)?

   ____

Notes:

Payroll Journal



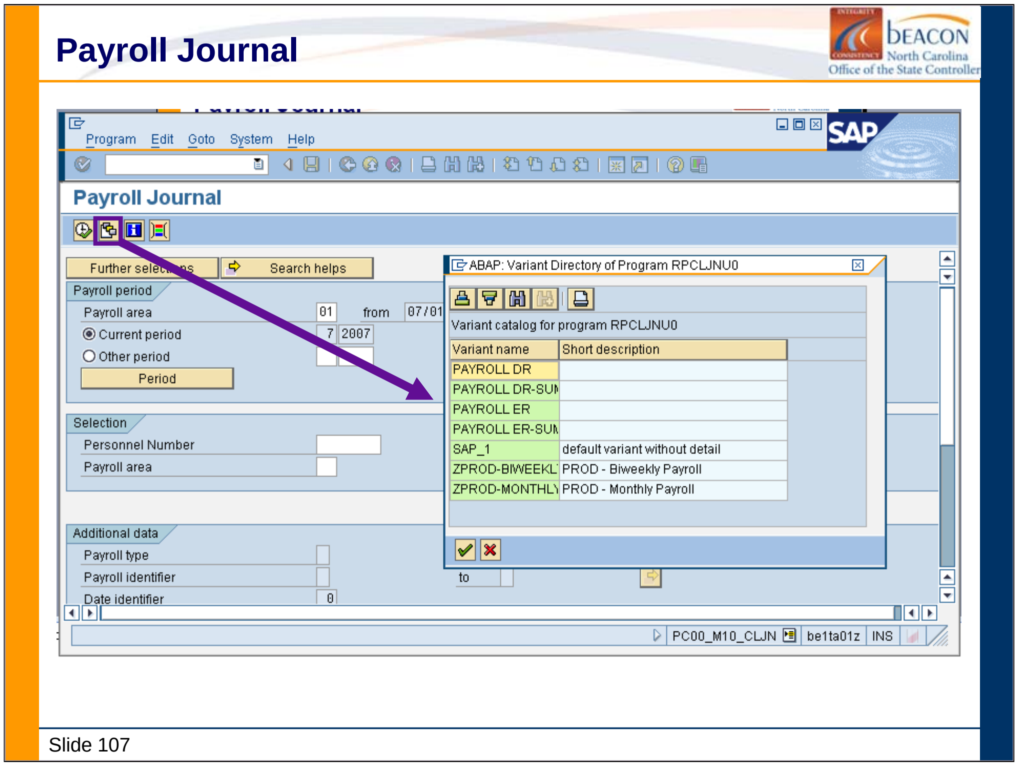
Slide 106

Notes:

The payroll journal contains detailed, selected payroll date for several employees for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

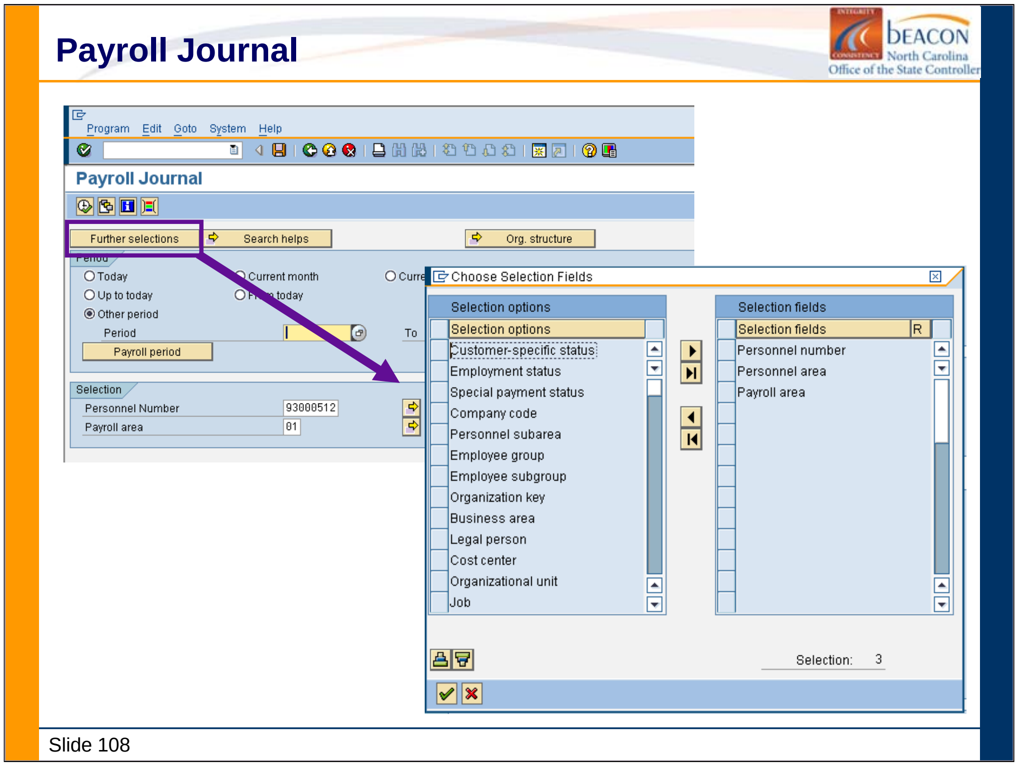
- Identify errors that have occurred during the payroll run.
- Cumulate payroll data belonging to an organizational unit.
- Track the development of data over several payroll periods.
- Have an additional, detailed control medium for revisions.



Notes:

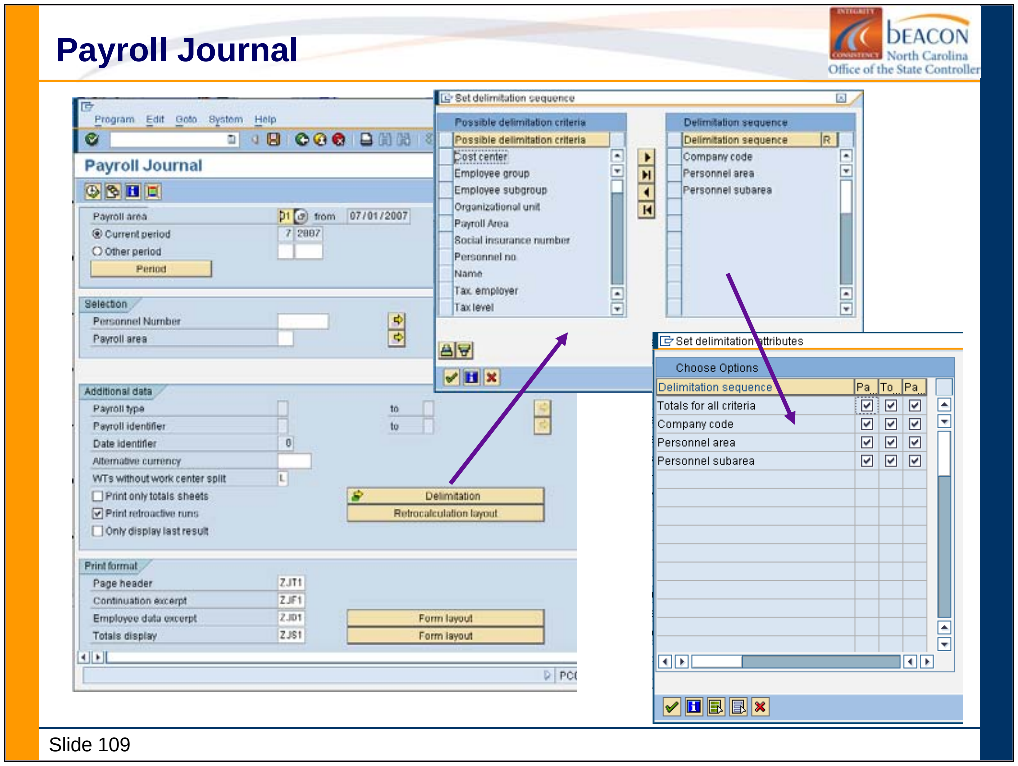
For this report, two custom variants have been created.

- ZPROD-BIWEEKLY - Used to display Biweekly payroll
- ZPROD-MONTHLY – Used to display Monthly payroll



Notes:

When executing the payroll journal you can choose to execute this report for any existing payroll period in SAP. Using the *Further Selections* button to narrow your selection criteria.



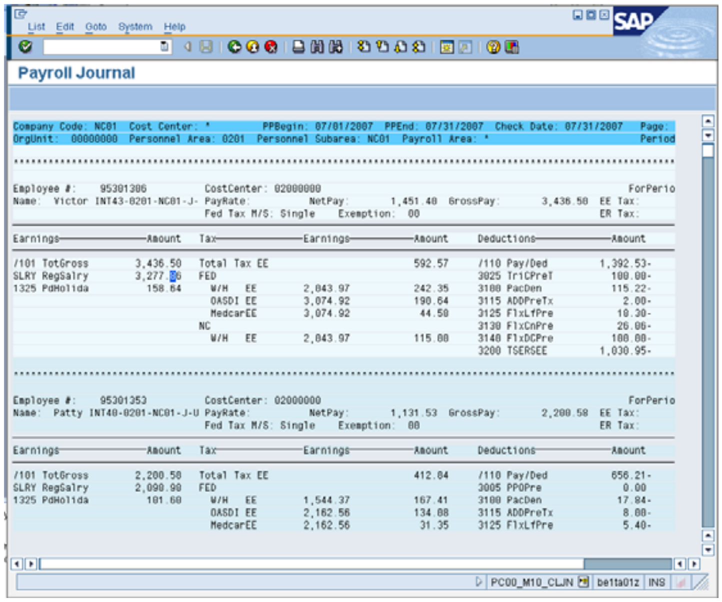
If you only want to print totals, be sure to check the box for *Print only totals sheets*.

To determine how to delimit or categorize the totals, choose *Delimitation*. You must choose the *Delimitation Sequence* (order), then choose which fields you want to display subtotals and totals.

Notes:

Payroll Journal

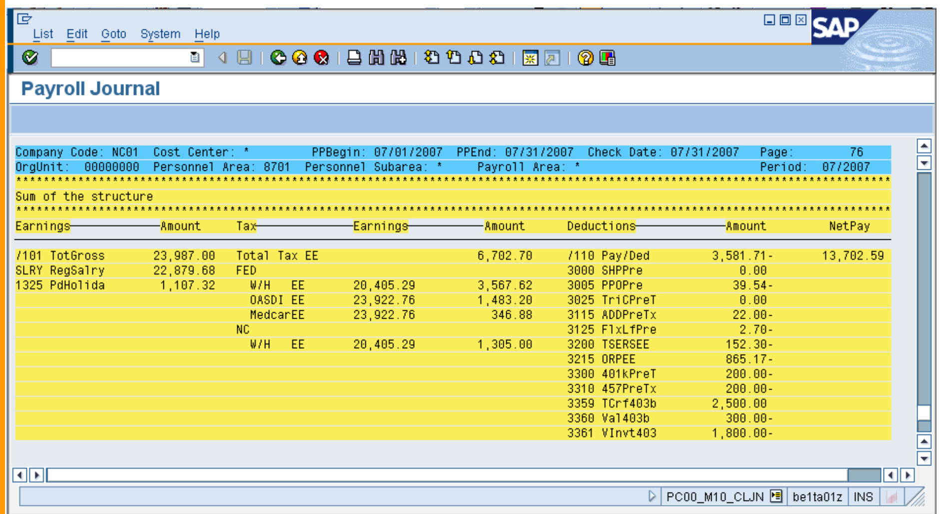
Upon report execution, the report displays each employee's earnings and deductions for the chosen pay period.



Slide 110

Notes:

Payroll Journal



The above yellow shaded area is subtotaled for Company Code NC01, Personnel Area 8701 for Payroll Period 07 2007.

Slide 111

Notes:

When the scrolling the report, yellow portions represent subtotals or page totals. To determine what is being totaled, examine the blue shaded area.

Instructor Demonstration # 4.4

- Payroll Journal – PC00_M10_CLJN
  - Payroll has been run. You need to run a payroll journal to verify totals and subtotals .
  - INFORMATION (most often obtained):
    - Personnel No
    - Personnel Subarea
    - Personnel Area
    - Payroll Area

Slide 112

Notes:

1. Type PC00_M10_CLJN in the Command field.
2. Click on the Get Variant button. The Find Variant window will display.
3. Remove your name (student ID) in the Created By field and click on the Execute button. The Variant list will display.
4. Select: ZPROD-MONTHLY from the list. Click on the Choose button.
5. The Payroll Area field will default to 01 (Monthly).
6. Select Other Period, Type 01 2007 in the Other Period fields.
7. Click on the Further Selections button. The Choose Selections screen will display.
8. Select Personnel Number, Business Area, and Payroll Area under the Selections Fields Column. Use the arrow to push to the left.
9. Click on the Continue button.
10. Type 1801 (Juvenile Justice Delinquency) in the Personnel Area field.
11. Click on the Delimitation button. The Set Delimitation Sequence screen will display.
12. Select Company Code and Personnel Subarea under the Possible Delimitation Criteria Column.
13. Use the arrow to push to the right. Click on the Continue button.
14. Verify the Options screen and click on the Continue button.
15. Click on the Execute button to run the report.

Exercise # 4.4

- Payroll Journal – PC00_M10_CLJN

Payroll has been run. You need to run a payroll journal to verify totals and subtotals .

Slide 113

Notes:

Exercise 4.4: Payroll Journal – PC00_M10_CLJN

Scenario: Payroll has been run. You need to run a payroll journal to verify the January monthly payroll totals and subtotals for Juvenile Justice Delinquency - 1801.

Work Instruction: Payroll Journal PC00_M10_CLJN

Questions/Results:

1. What Personnel subareas are displayed on the report?

   ____

2. What is the personnel area Total Gross Wages?

   ____

Lesson Review

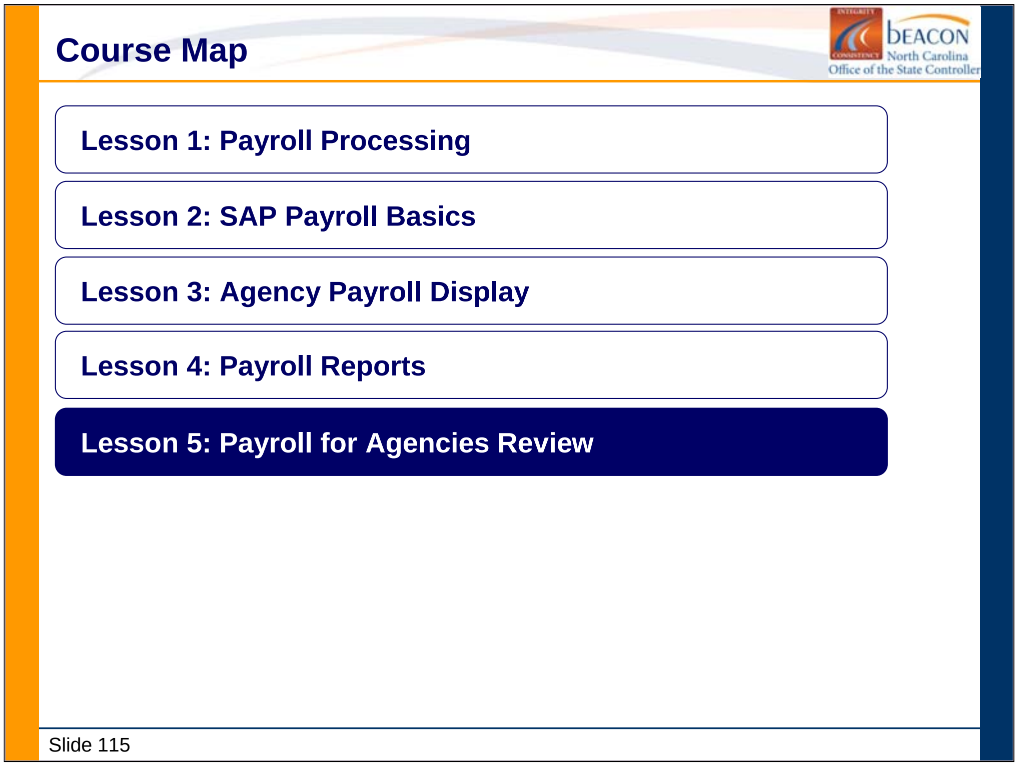
BEACON
North Carolina
Office of the State Controller

In this lesson, you learned to:

- Describe SAP type of reports and features.
- Display the Wage Type Reporter.
- Define the Payroll Journal.
- Display Payroll Reports.

Slide 114

Notes:



Notes:

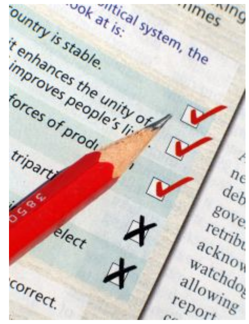
This lesson will review concepts learned within course.

Course Review

BEACON North Carolina Office of the State Controller

The course review for this class is designed to give you practice searching and displaying employee HR master data in addition to viewing pertinent HR reports.

Enjoy!



Slide 116

Notes:

Course Review

Activity 1

What transaction and infotype is used to display recurring deductions/payments?

______________ ____________

Display recurring deductions/payments for Ernest Bell.

Does Ernest have a recurring deduction or recurring payment? ________

What is the amount? ___________

Activity 2

What transaction and infotype is used to display additional payments?

_____________ ________________

Display additional payments for John Robinson.

Slide 117

Notes:

Course Review

Activity 3

Display the actual result for 01 2007 payroll period RT Results table for Robert Wells?

What is the amount of Wage Type /101? _______________

What does wage type /101 represent? ________________

What is the amount of Wage Type 1000? ______________

What does wage type 1000 represent? _________________

Activity 4

Execute the Wage Type Reporter for payroll area 01, 01 2007 payroll run, and only include wage type 1000.

Note: Remember to select the correct variant.

What is regular salary total for Labor, subarea NC01, 7 day Norm? _______

What is regular salary total for company code NC01? _________________

Slide 118

Notes:

Course Review

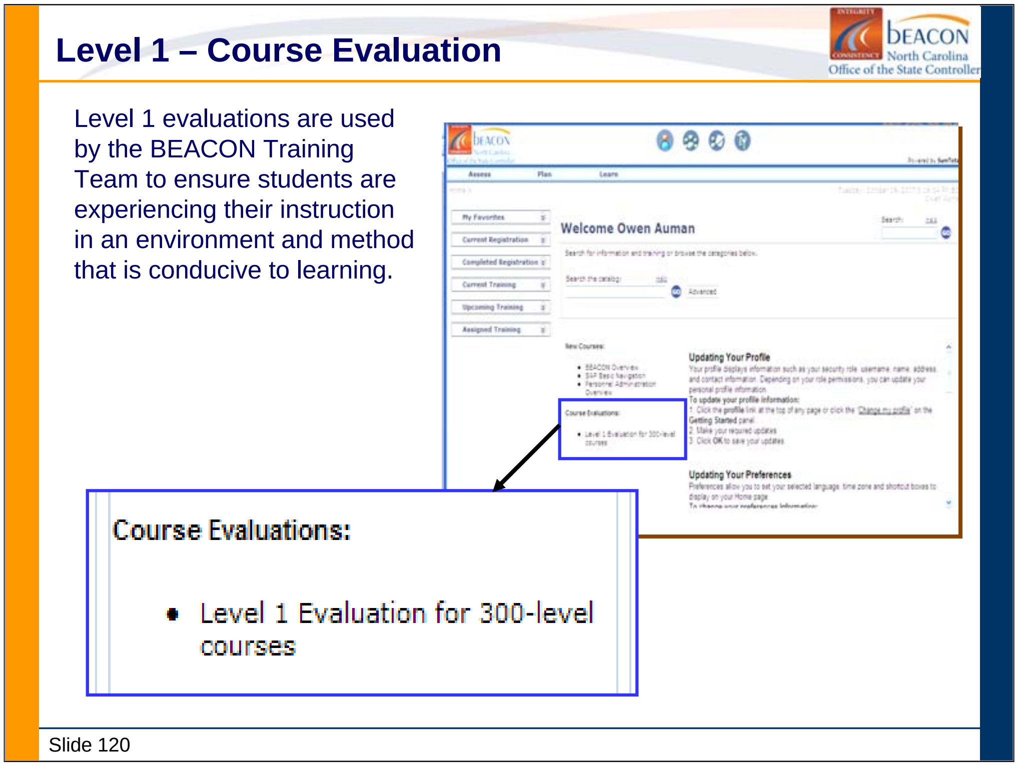
BEACON North Carolina Office of the State Controller

In this course, you learned to:

- Display agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.
- Describe and execute the Time Administrator Role.

Slide 119

Notes:

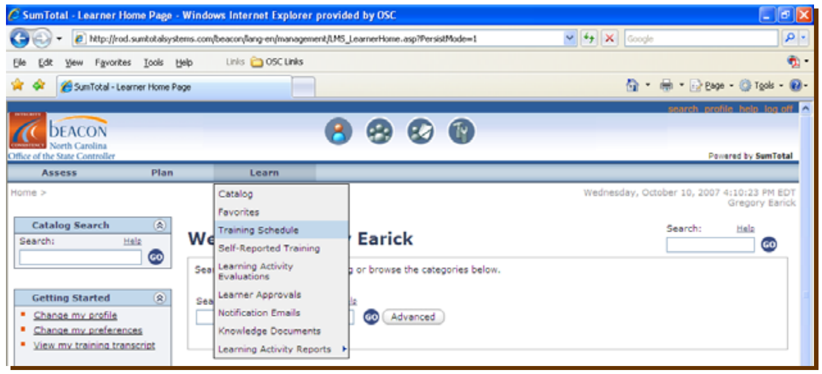


Notes:

Level 1 Evaluations

The Level 1 evaluation for 100 and 200 level classes will continue to be accessed as directed in previous instructions (**Learner Home Page > Learn > Evaluations**).

Level 2 – Course Assessment



Access the Level 2 Assessment from the Core Users link on the BEACON University website.

- Level 2 assessments will have the corresponding course set as a prerequisite, so the curious user will not be able to launch the assessment before completing the class.

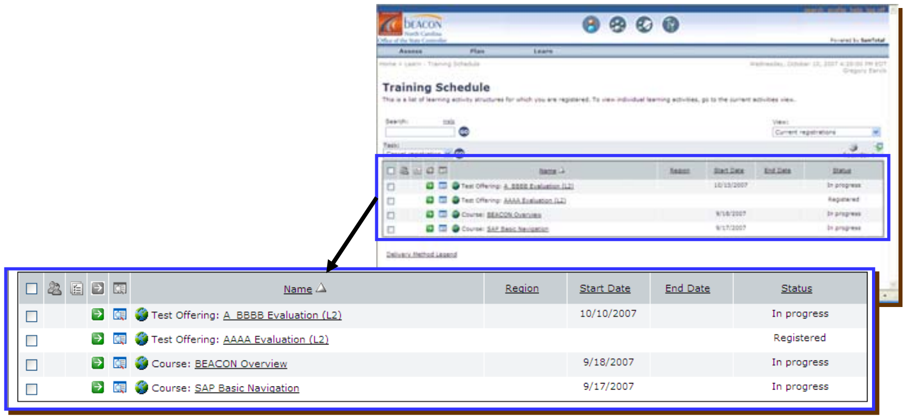
Slide 121

Notes:

The assessment is listed on a learner's Training Schedule. The Training Schedule can be accessed from the Learner Home Page within the Core Users section of the BEACON University. Follow the menu path ***Learn*** > ***Training Schedule*** as shown above.

Continue to the next slide for additional instructions on how to access the Level 2 Assessment.

Level 2 – Course Assessment *(continued)*



Launch the assessment by clicking on the green arrow icon next to its title in the table. The assessment will open in a new window, similar to the web-based training courses.

Slide 122

Notes:

All Level 2 assessments will be titled with the course code followed by "Evaluation Level 2" so that they may be easily distinguished from the actual class listed in the schedule.

Depending on their security settings, the learner may be asked to allow an Active X component to run.

After selecting an answer for each question, click once on the Score my Quiz button at the bottom of the screen. The user will receive feedback for each answer they have chosen and a statement of the number of correct answers.

A dialogue box asking learners to choose to open or save the file ContentAdaptor.asp may appear for learners with moderately restrictive security settings. Learners should click the Cancel button on the dialogue box. This will not interfere with the learner's score and completion status being sent to the LMS.

Learners should close the assessment window by clicking the X in the upper right hand corner. After returning to the LMS window, the LMS will load a page that reflects the user's score and completion status. Learners may click the OK button at the bottom of the screen to return to their Training Schedule or they can click the Log Off link in the upper-right corner of the screen to leave the LMS.

Next Steps

- Monitor BEACON communication
- Review conceptual materials
- Access BEACON help
  - Access from an SAP transaction
  - Access on line at http://help.mybeacon.nc.gov/beaconhelp
- Practice what you've learned
  - URL: https://mybeacon.nc.gov
  - Client 899
  - Use your current NCID user name and password
- Schedule Practice Sessions
  - Transition Centers
  - Schedule a practice session

Slide 123

Notes:

Continue to monitor updates on the BEACON University website for information regarding the project and future training that you are scheduled to attend.

Review your student guide to ensure you are ready for go live. Keep the materials close by as a ready reference.

Want to practice what you have learned from your desk?

- Follow the link provided above to access the training client on the BEACON website. The training client is number 899. You will be denied access to other training clients, so ensure you enter the correct client number before attempting to log on for your practice session. Your current NCID user name and password are used to access the practice environment.

Need transactional assistance after go live?

- Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.

CONGRATULATIONS

You have completed the course

Please complete your course evaluation!

Slide 124

Notes: